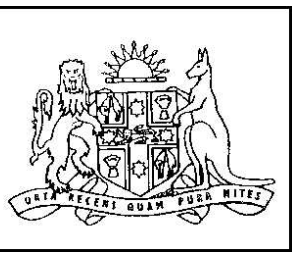
NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



Information Technology Directorate

Electronic Casual Pay Claim User Guide for Schools and other DET locations

Author: Laura Lemos

21 July 2005

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Information about the latest version of this document can be obtained from:
“Laura Lemos”

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Preface

This guide provides step-by-step instructions for using the web-enabled *Electronic Casual Pay Claim* (eCPC) system, which is used to process casual employee's pay claims.

Audience

This user guide is intended for use by the staff in Government Schools and other locations who are responsible for completing the following tasks:

1. Entering casual pay claims,
2. Authorising casual pay claims and
3. Providing printed copies of individual casual employee's pay claims.

Abbreviations used

Abbreviation	Meaning
CEPS	Casual Employees Payroll Service
DET	Department of Education and Training
ECPC	Electronic Casual Pay Claim
LWOP	Leave Without Pay
SASS	School Administrative Support Staff

Associated documents

Title	Issued
eCPC Online help	Draft stage

Modification log

Who	When	Request number	Reason

User profile descriptions

The following describes who the users of eCPC are and their responsibilities.

Verifier

The **verifier** is the person or persons in the school or location who have been nominated to check and enter the claimant's claim into eCPC. This person is usually:

- The School Administrative Manager,
- The School Administrative Officer
- A Head Teacher of a faculty,
- The Deputy Principal, or
- Any other nominated person.

Authoriser

The **authoriser** is the person in the organisation with the necessary delegation or authority to authorise payment for employees working casually in schools. This person is usually:

- The Deputy Principal,
- The Principal, or
- Any other nominated Senior Teacher or Administrator.

Chapter 1 System Functionality

What you get

eCPC provides the following:

Enter Claims

- Teachers
- SASS
- Miscellaneous Employees

Authorise Claims

Casual Employees details

Permanent/Temporary Employees details

Cost Reports

Claims cancelled

Maintain School or Location level data

What you won't get

eCPC does not provide any information for those employees who have been designated as "Not to be employed".

Navigating around

Navigation throughout eCPC is accomplished using basic Windows® processes, such as clicking with a mouse and selecting from a list. This user guide is not designed to train you in these functions.

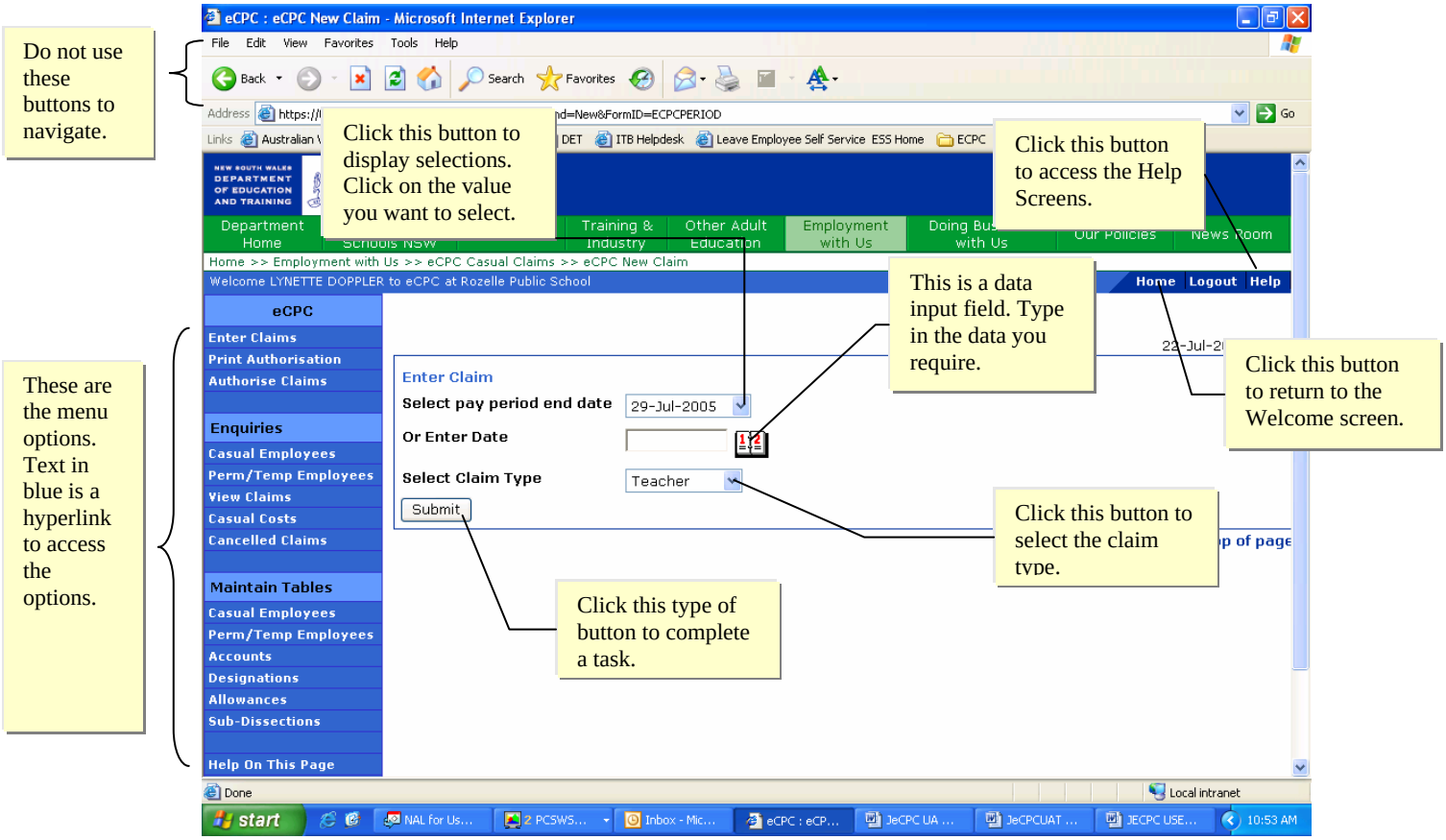
What you should not do

As eCPC is a web-based application, the web browser toolbars are available when the system is being used.

DO NOT use the *web toolbar* **Back** and **Forward** buttons to go back and forth through the browser screens. Specific buttons appearing on each screen have been designed for this purpose and should be used.

Parts of the screen

There are several parts to the eCPC screens that assist you to input and inquire on data and to move around the system.



How to leave the screen

Some of the screens have **Back** buttons that, when clicked return to the screen you were just on.

If the screen does not have this button, click the **Home** button to return to the **Welcome** screen.

Chapter 2 Responsibilities

Claimant's responsibility

The **claimant** is the casual employee that the eCPC record relates to. The claimant is responsible for notifying the school or location of the following information:

1. Dates that work was performed in that school or location.
2. Full day or hours and minutes worked per day.
3. Allowances claimed for the day.

The claimant is to furnish this information by completing a claim, which may be one or both of the following:

- *Casual Claim Form*
- *Sign-On Register*

Verifier's responsibility

The **verifier** is responsible for ensuring that the claimant has correctly supplied the time and dates worked, and that the claim has been signed by the claimant.

The verifier is also responsible for entering the claim data into eCPC, and for ensuring that any errors are corrected in a timely manner.

Authoriser's responsibility

It is the responsibility of the **authoriser** to review and to authorise all pay claims in a timely manner.

Chapter 3 Logon and Log Out of eCPC

How to Logon

Double click the icon to go to the **Logon** screen.

The first screen to appear is the logon screen.

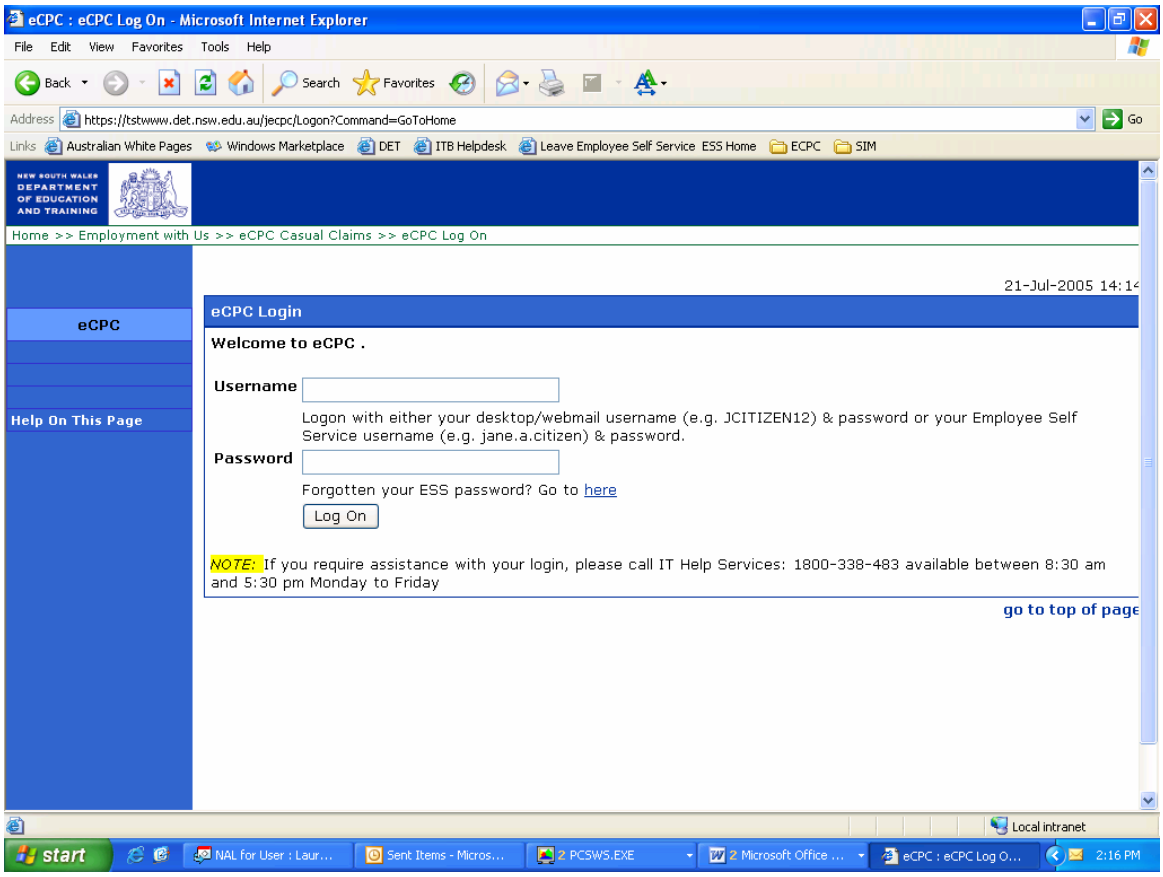

eCPC : eCPC Log On - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Logon?Command=GoToHome
Go
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Log On
21-Jul-2005 14:14
eCPC
Help On This Page
eCPC Login
Welcome to eCPC .
Username
Logon with either your desktop/webmail username (e.g. JCITIZEN12) & password or your Employee Self Service username (e.g. jane.a.citizen) & password.
Password
Forgotten your ESS password? Go to here
Log On
NOTE: If you require assistance with your login, please call IT Help Services: 1800-338-483 available between 8:30 am and 5:30 pm Monday to Friday
go to top of page
Local intranet
start
NAL for User : Laur...
Sent Items - Micros...
2 PCSWS.EXE
2 Microsoft Office ...
eCPC : eCPC Log O...
2:16 PM

Figure 1 Example of eCPC Logon Screen

Enter your **User ID** and **Password**.

You will be taken to the eCPC **Welcome** screen. See *Figure 2 Example of the Welcome screen.*

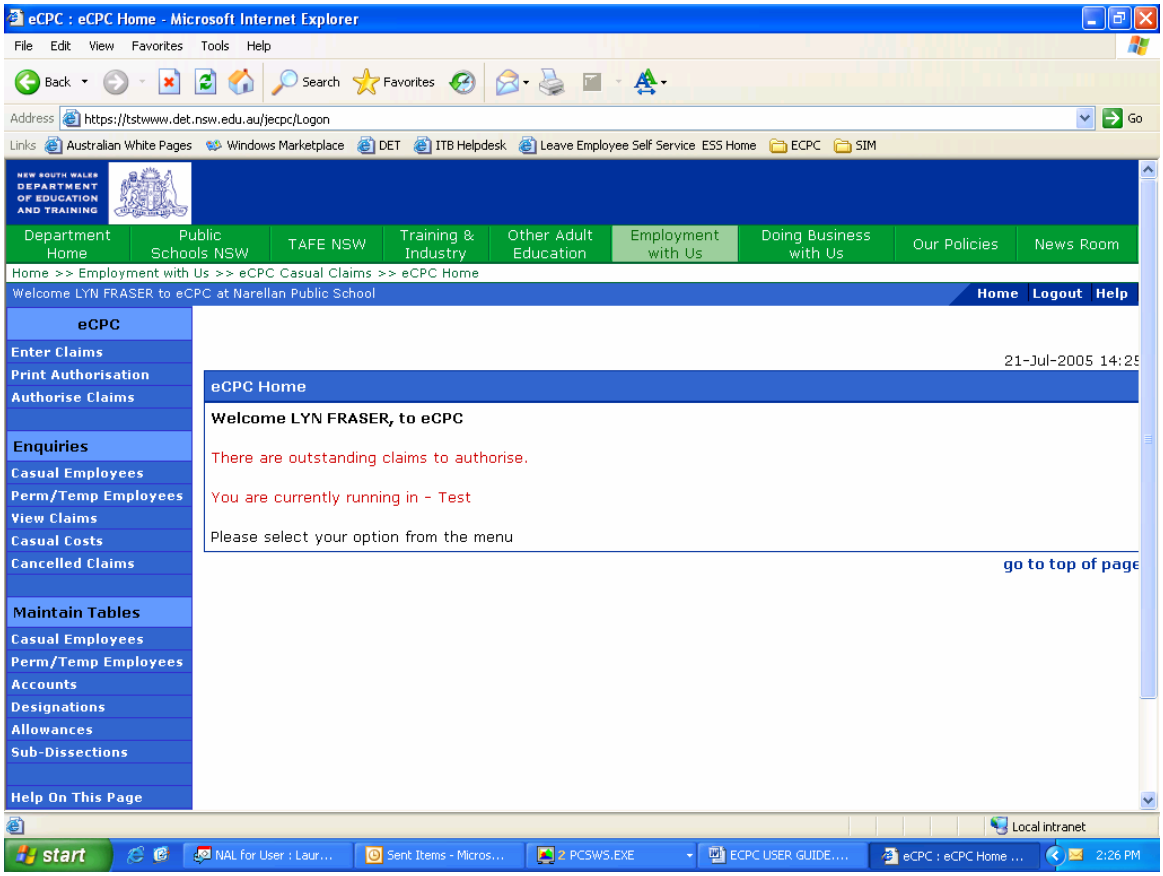


Figure 2 Example of the Welcome screen

You can now select an option from the menu.

If your username or password is incorrect, you will get a login failure screen. See Figure 3 Example of Login Failure screen.

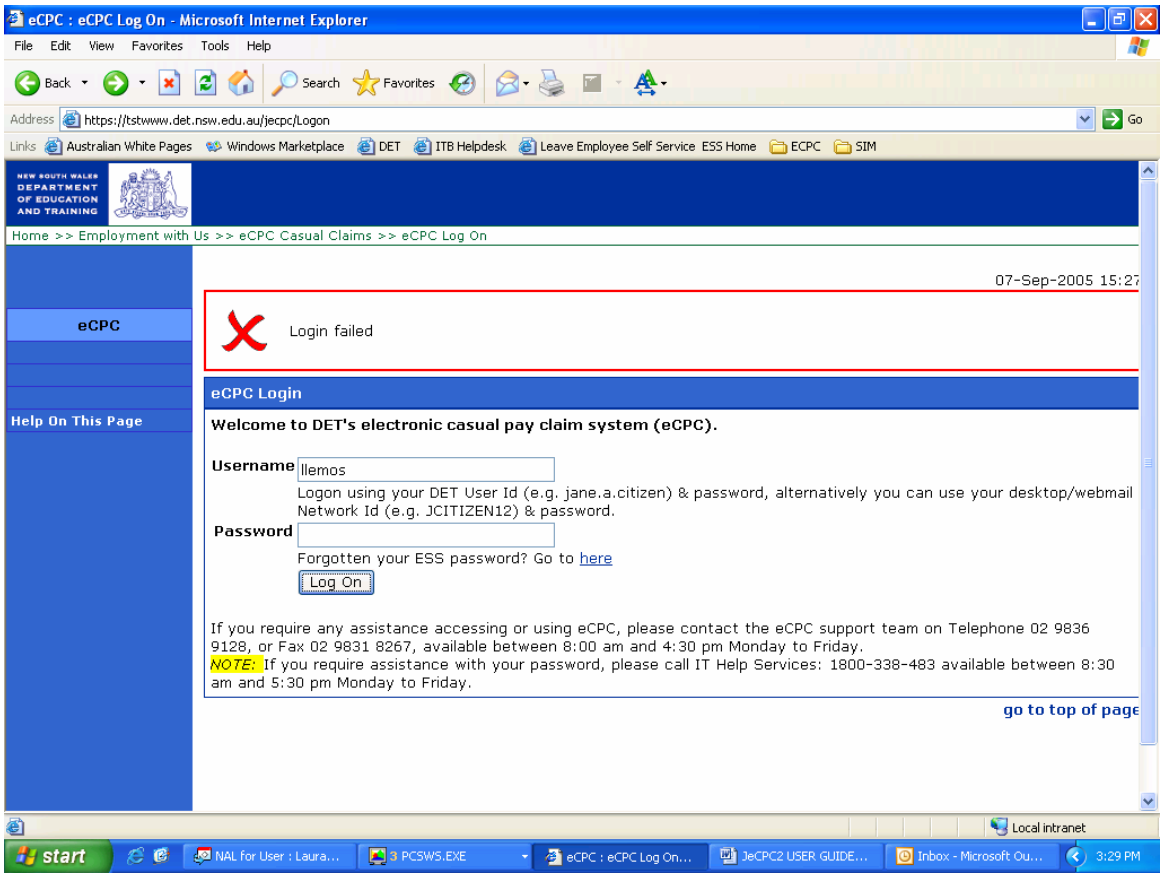

eCPC : eCPC Log On - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Logon
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Log On
07-Sep-2005 15:27
eCPC
Login failed
Help On This Page
eCPC Login
Welcome to DET's electronic casual pay claim system (eCPC).
Username llemos
Logon using your DET User Id (e.g. jane.a.citizen) & password, alternatively you can use your desktop/webmail Network Id (e.g. JCITIZEN12) & password.
Password
Forgotten your ESS password? Go to here
Log On
If you require any assistance accessing or using eCPC, please contact the eCPC support team on Telephone 02 9836 9128, or Fax 02 9831 8267, available between 8:00 am and 4:30 pm Monday to Friday.
NOTE: If you require assistance with your password, please call IT Help Services: 1800-338-483 available between 8:30 am and 5:30 pm Monday to Friday.
go to top of page
Local intranet
start
NAL for User : Laura...
3 PCSWS.EXE
eCPC : eCPC Log On...
JeCPC2 USER GUIDE...
Inbox - Microsoft Ou...
3:29 PM

Figure 3** Example **of Login Failure screen

How to Log Out

Once you have finished using eCPC, click the Log Out menu option to log out of the system.

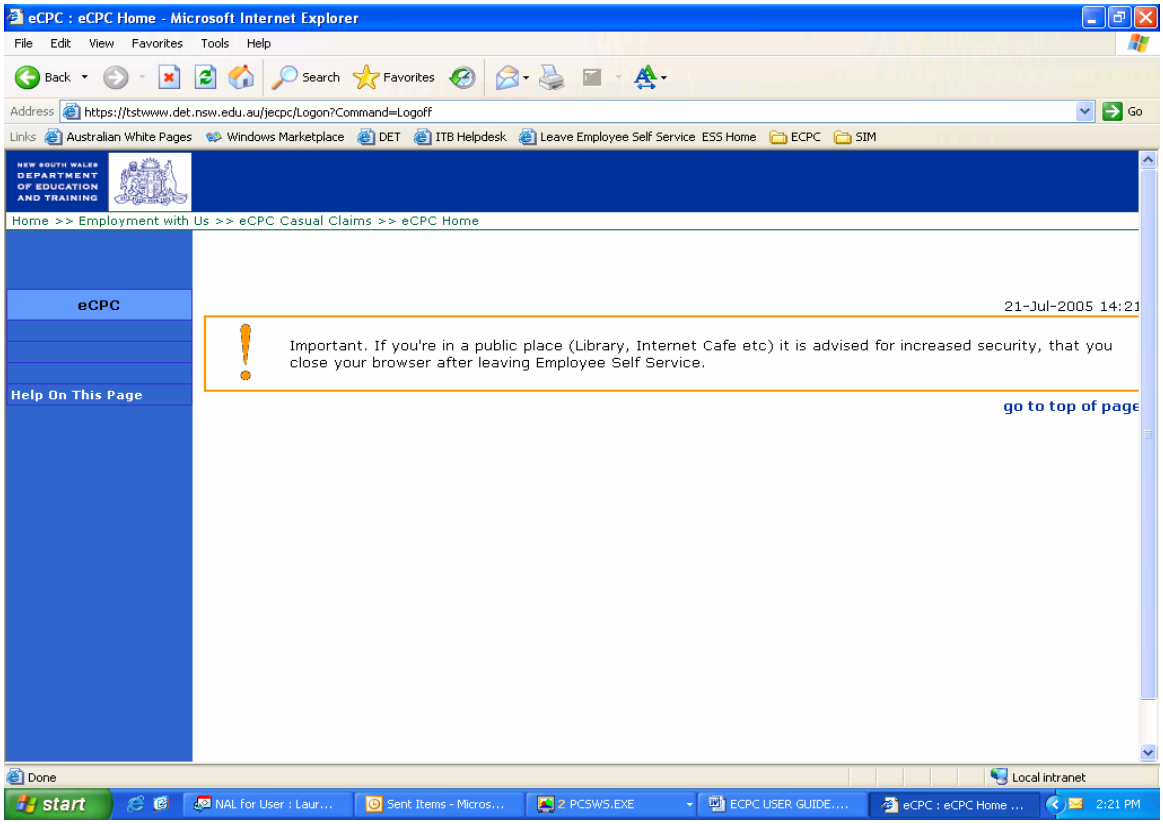

eCPC : eCPC Home - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Logon?Command=Logoff
Go
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Home
eCPC
Help On This Page
21-Jul-2005 14:21
Important. If you're in a public place (Library, Internet Cafe etc) it is advised for increased security, that you close your browser after leaving Employee Self Service.
go to top of page
Done
Local intranet
start
NAL for User : Laur...
Sent Items - Micros...
2 PCSWS.EXE
ECPC USER GUIDE....
eCPC : eCPC Home ...
2:21 PM

Figure 4 Example of Log out screen

Chapter 4 Enter Claim

This process is used to enter pay claim records.

Who has access to this option

The verifier enters the claim onto eCPC, as well as:

- Ensures that the claimant has completed and signed the claim form or sign on register.

When this process can be completed

Claims may be entered into eCPC daily, weekly or fortnightly.

Access the option

Click the **Enter Claims** menu. The **Enter Claim** screen will be displayed, see *Figure 5 Example of Select Pay Period and Claim Type screen*.

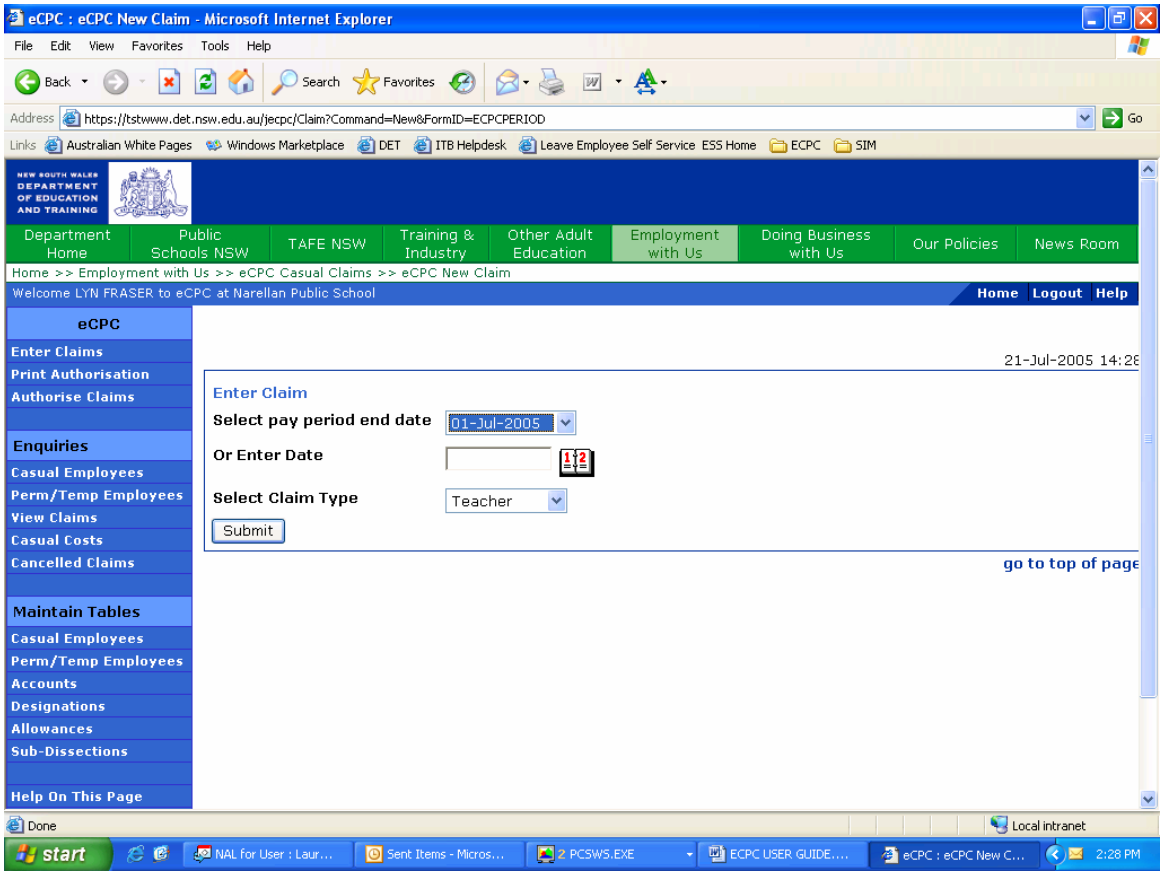


Figure 5 Example of Select Pay Period and Claim Type screen

Enter the details

Input the values required in the following fields.

Select pay period end date

The default for this field is the current pay period. If you want to change the pay period to an earlier one, click on the arrow on this field and scroll through the list. When you find the date you want, click it once.

This list shows only the last six (6) pay periods.

Or Enter Date

If you want a pay period that falls earlier than the ones presented on the list, you can enter a date in this field in dd/mm/yy format. If the date entered does not end on a payment period end date, eCPC will change the date to the Payment Period that it falls into.

Select Claim Type

Click on the arrow on this field and scroll through the list of claim types on the database. When you find the claim type you want, click it once.

Submit button

Click the submit button for the **Casual Employee Select** screen. See *Figure 6 Example of Casual Employee Select Screen.*

Select the Employee

This screen is used to select which employee you would like to enter a pay claim for.

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want, click the name once.

Enter Casual Employee Number

Alternatively, if you know the employee's Casual Employee Number, enter it here.

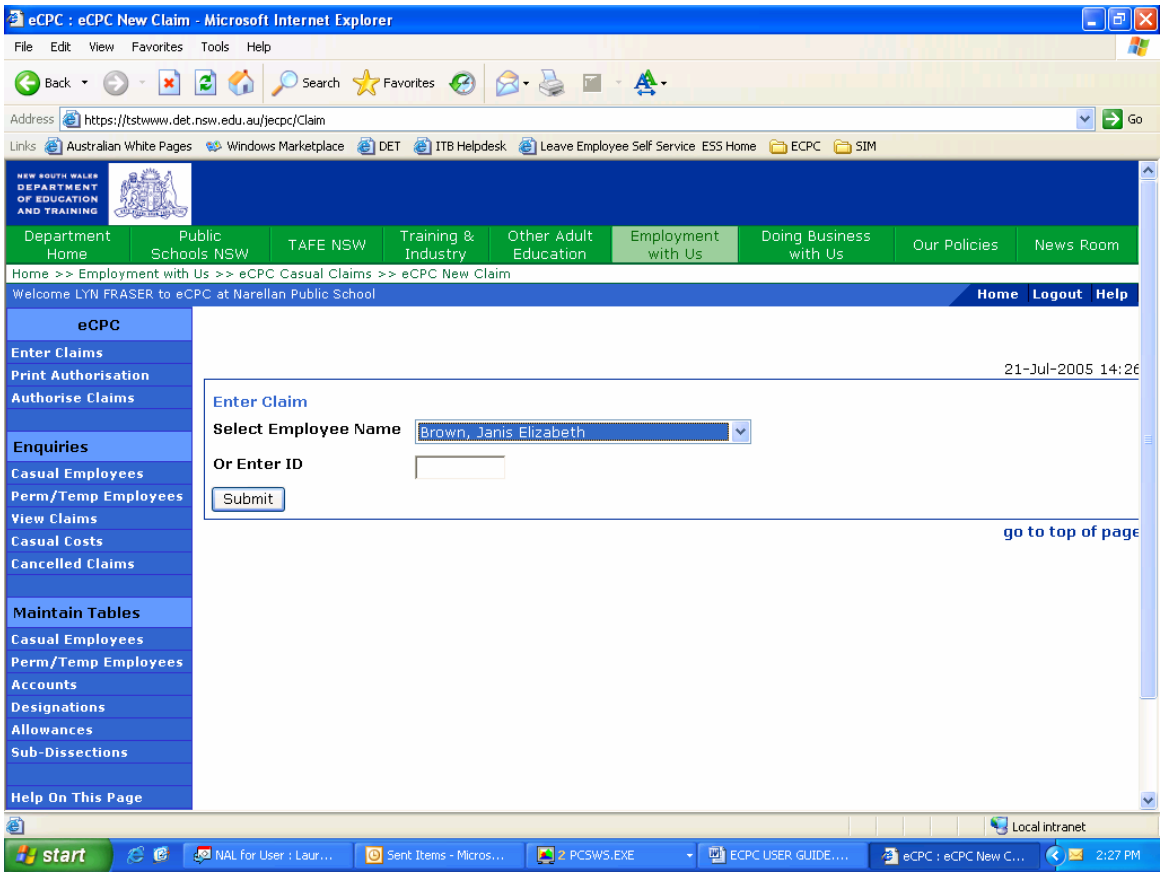


Figure 6 Example of Casual Employee Select Screen

Submit button

Click the submit button for the **Casual Claim Entry** screen. See *Figure 8 Example of Casual Claim Entry screen*.

The days displayed will correspond to the pay period date or day that you selected.

Enter Fortnightly Claim

This option of the Enter Claim function provides a full two-week period in which to enter claims details.

Existing claim

If a claim already exists for the employee, days that have been approved will be displayed PROTECTED and cannot be changed.

All days that have NOT been authorised can still be changed or deleted.

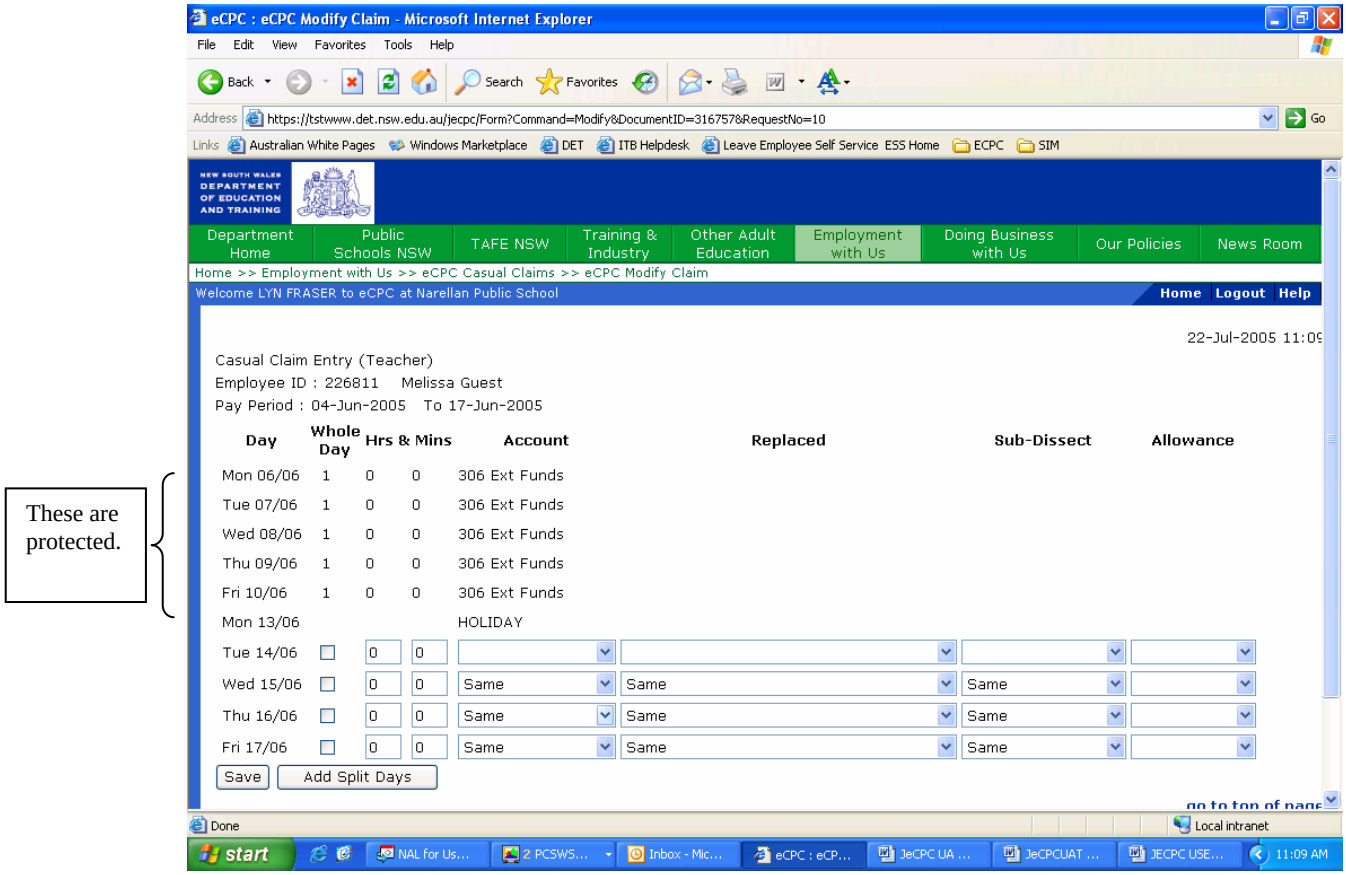

These are protected.
eCPC : eCPC Modify Claim - Microsoft Internet Explorer
Casual Claim Entry (Teacher)
Employee ID : 226811 Melissa Guest
Pay Period : 04-Jun-2005 To 17-Jun-2005
Day
Whole Day
Hrs & Mins
Account
Replaced
Sub-Dissect
Allowance
Mon 06/06 1 0 0 306 Ext Funds
Tue 07/06 1 0 0 306 Ext Funds
Wed 08/06 1 0 0 306 Ext Funds
Thu 09/06 1 0 0 306 Ext Funds
Fri 10/06 1 0 0 306 Ext Funds
Mon 13/06 HOLIDAY
Tue 14/06
Wed 15/06 Same Same Same
Thu 16/06 Same Same Same
Fri 17/06 Same Same Same
Save
Add Split Days

Figure 7 Example of Claim Entry with Authorised Entry

Enter the data

Input the data as supplied by the claimant and as it applies to the claim.

What does “Same” in a field mean

Some of the fields default to “Same”. This means that the input for that field will be the same as the field immediately above it.

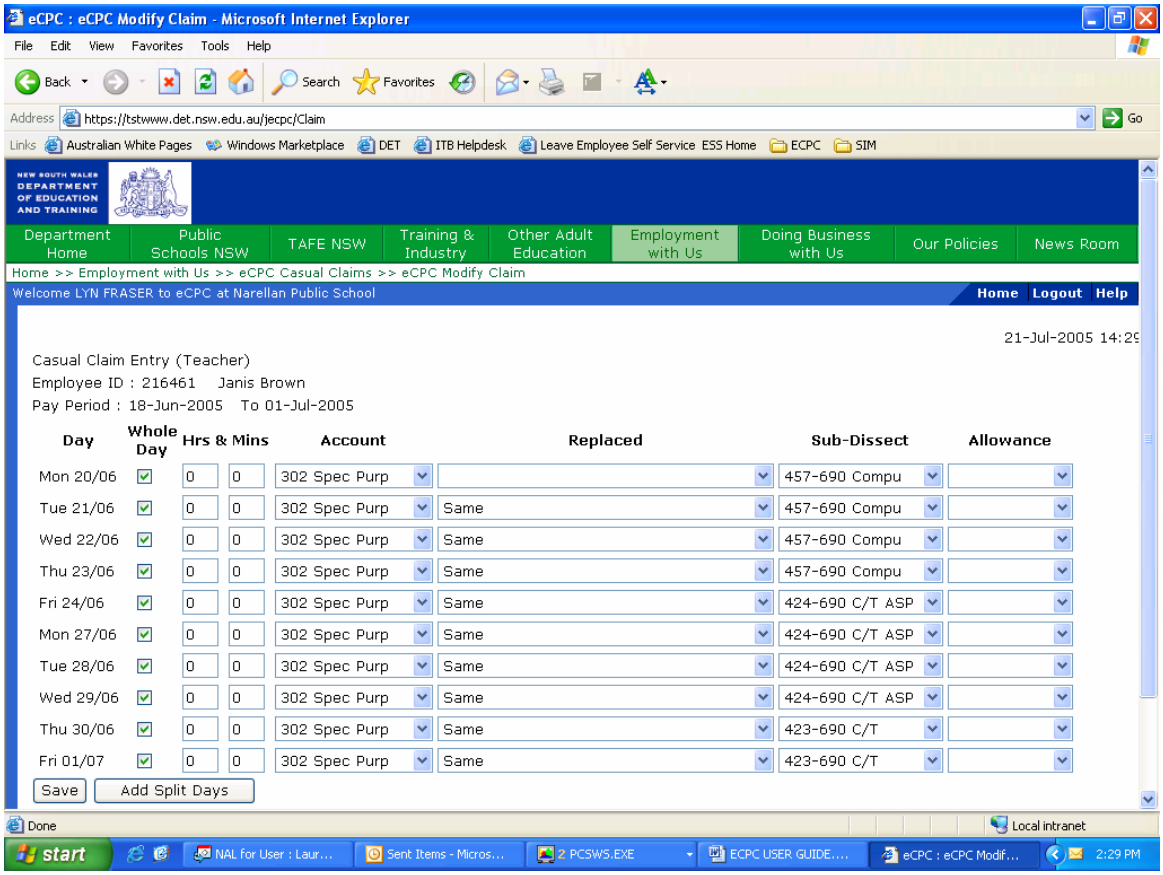

eCPC : eCPC Modify Claim - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Modify Claim
Welcome LYN FRASER to eCPC at Narellan Public School
Home Logout Help
21-Jul-2005 14:29
Casual Claim Entry (Teacher)
Employee ID : 216461 Janis Brown
Pay Period : 18-Jun-2005 To 01-Jul-2005
Day | Whole Day | Hrs & Mins | Account | Replaced | Sub-Dissect | Allowance
Mon 20/06 | 0 | 0 | 302 Spec Purp | | 457-690 Compu |
Tue 21/06 | 0 | 0 | 302 Spec Purp | Same | 457-690 Compu |
Wed 22/06 | 0 | 0 | 302 Spec Purp | Same | 457-690 Compu |
Thu 23/06 | 0 | 0 | 302 Spec Purp | Same | 457-690 Compu |
Fri 24/06 | 0 | 0 | 302 Spec Purp | Same | 424-690 C/T ASP |
Mon 27/06 | 0 | 0 | 302 Spec Purp | Same | 424-690 C/T ASP |
Tue 28/06 | 0 | 0 | 302 Spec Purp | Same | 424-690 C/T ASP |
Wed 29/06 | 0 | 0 | 302 Spec Purp | Same | 424-690 C/T ASP |
Thu 30/06 | 0 | 0 | 302 Spec Purp | Same | 423-690 C/T |
Fri 01/07 | 0 | 0 | 302 Spec Purp | Same | 423-690 C/T |
Save
Add Split Days
Done
Local intranet
start
NAL for User : Laur...
Sent Items - Micros...
2 PCSWS.EXE
ECPC USER GUIDE....
eCPC : eCPC Modif...
2:29 PM

Figure 8 Example of Casual Claim Entry screen

Whole Day

If the claim is for a full day, click on the box next to that day. The field will change from ☐ to ☑.

Hours

If the claim is for less than a full day, type in the number of hours in the box under this heading and next to the day that it applies to.

Minutes

Type in the number of minutes worked, if applicable, in the box under this heading and next to the day that it applies to.

Account

This is the value that represents what charge the work will be applied to. Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If the account you want is not on the drop down list, you must contact CEPS Bureau for assistance.

Replaced

Click on the arrow on this field and scroll through the list of employees. When you find the employee that this casual has replaced, click the name once to select it.

Note: It is important to select the employee for whom leave has been granted in this field. If the casual is replacing employee A who is subsequently replacing employee B, the replaced employee is actually employee B.

Sub-Dissect

This is the value that further represents what charge the work will be applied to. Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If you do not use sub-dissection in your school or location, you can turn this field off. See *Chapter 17 Maintain Table - Sub-Dissection* for the maintenance instructions.

Allowance

Click on the arrow on this field and scroll through the list of values. When you find the value that you want to use, click it once to select it.

If you do not use allowances in your school or location, you can turn this field off. See *Chapter 16 Maintain Tables - Allowances* for the maintenance instructions.

Add Split Days

If more than one entry per day is required for a casual employee, for example working some hours against a different Account, then a **split days** option is provided.

Firstly, enter the values for the day or days that will have split information. Click the **Add Split Days** button on the page. The Casual Claim Entry screen will rebuild with multiple entry fields for each day. See *Figure 9 Example of Enter Split Days screen*.

What does Same in a field mean

Some of the fields default to “Same”. This means that the input for that field will be the same as the field immediately above it.

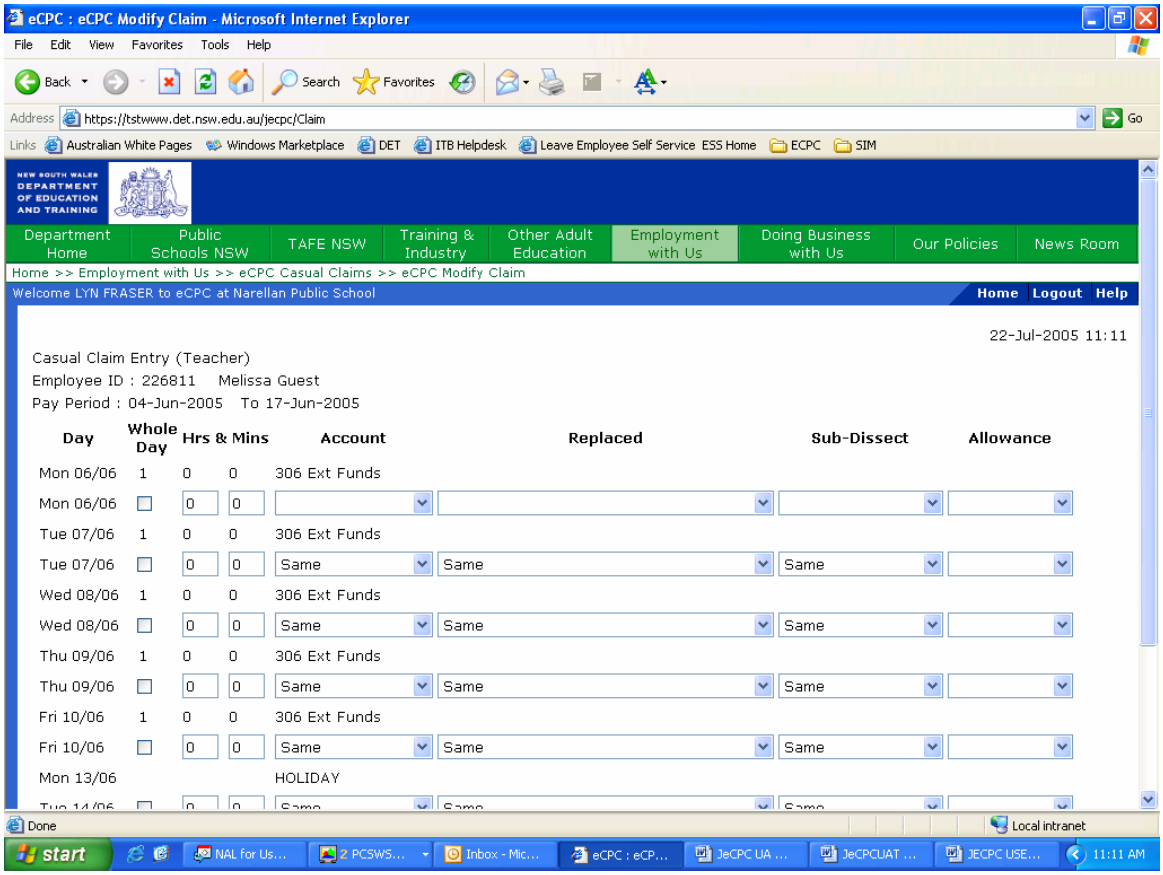

eCPC : eCPC Modify Claim - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Modify Claim
Welcome LYN FRASER to eCPC at Narellan Public School
Home Logout Help
22-Jul-2005 11:11
Casual Claim Entry (Teacher)
Employee ID : 226811 Melissa Guest
Pay Period : 04-Jun-2005 To 17-Jun-2005
Day Whole Day Hrs & Mins Account Replaced Sub-Dissect Allowance
Mon 06/06 1 0 0 306 Ext Funds
Mon 06/06 0 0
Tue 07/06 1 0 0 306 Ext Funds
Tue 07/06 0 0 Same Same Same
Wed 08/06 1 0 0 306 Ext Funds
Wed 08/06 0 0 Same Same Same
Thu 09/06 1 0 0 306 Ext Funds
Thu 09/06 0 0 Same Same Same
Fri 10/06 1 0 0 306 Ext Funds
Fri 10/06 0 0 Same Same Same
Mon 13/06 HOLIDAY
Done
Local intranet
start
11:11 AM

Figure 9 Example of Enter Split Days screen

Each line that has a value against it will display additional lines for that date so that you can input the values required.

The claim may be changed with lines added to or deleted as many times as required. If you need more split lines, enter the next value for that day and click the **Add Split Days** button again. More lines will be added for that day.

Save the claim details

When the verifier has finished entering the data, the **Save** button should be clicked to save the data input so far. Saving the claim will also validate the information, and the **Claim Display** screen will be presented. See *Figure 10 Example of Claim Display (authorised* claims only) screen.

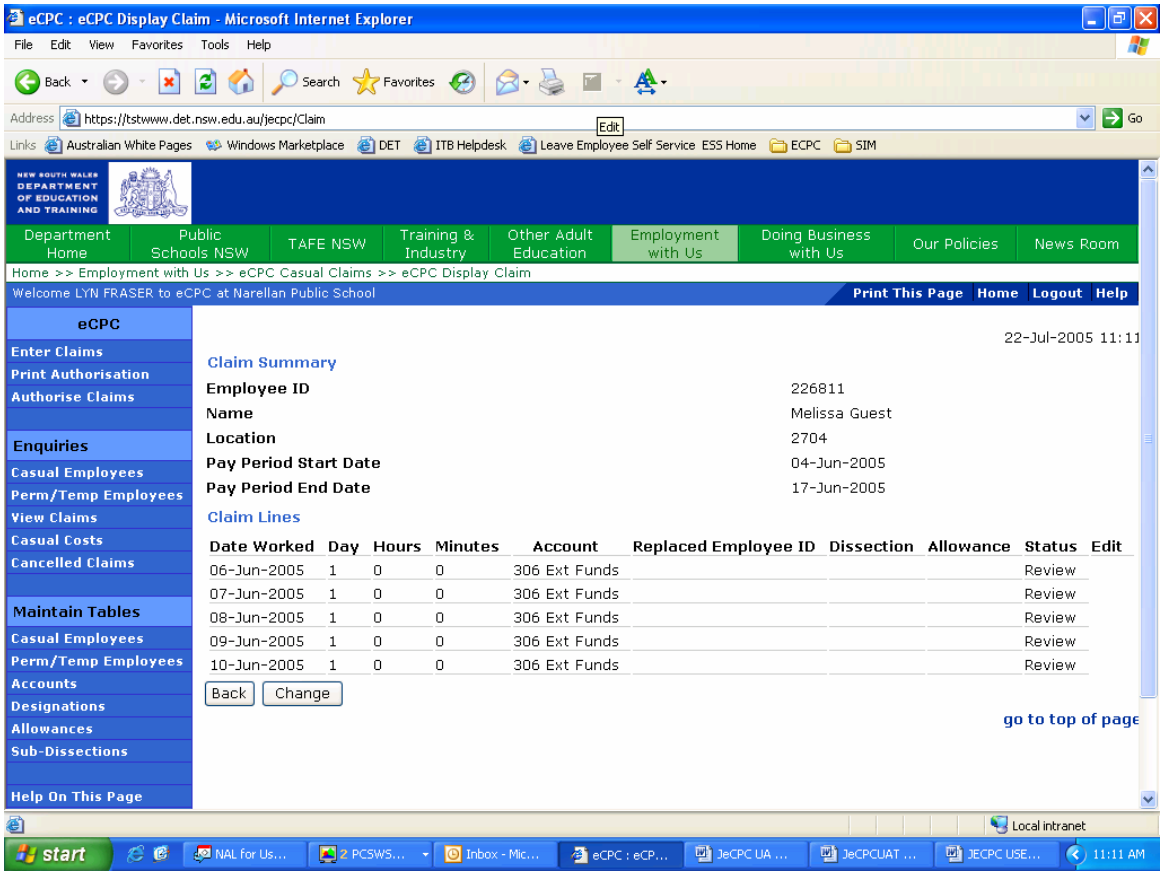


Figure 10 Example of Claim Display (authorised claims only) screen

If the claim is correct, a total line will be displayed showing the time claimed for the pay period as:

- Total days,
- Hours and
- Minutes.

Check the totals

The verifier is responsible for checking that the displayed total matches the total for the claim.

Totals match

If the total on the display matches that of the claim, no further action is required. You can either:

1. Click Home to return to the **Welcome** screen or
2. Click the button to enter another claim.

Totals do not match

If the total on the display does not match that of the claim, the verifier should complete the following:

1. Check the input values against the claim.
2. Check any manually calculated totals.
3. Click the **Change** button, re-access the claimant's record, correct any values and resave the claim.

Change the claim

Click the **Change** button to make changes to the claim you are viewing. The casual employee may request a hard-copy confirmation of their claim.

Claim details recorded on the system may be amended or deleted right up until they have been AUTHORISED.

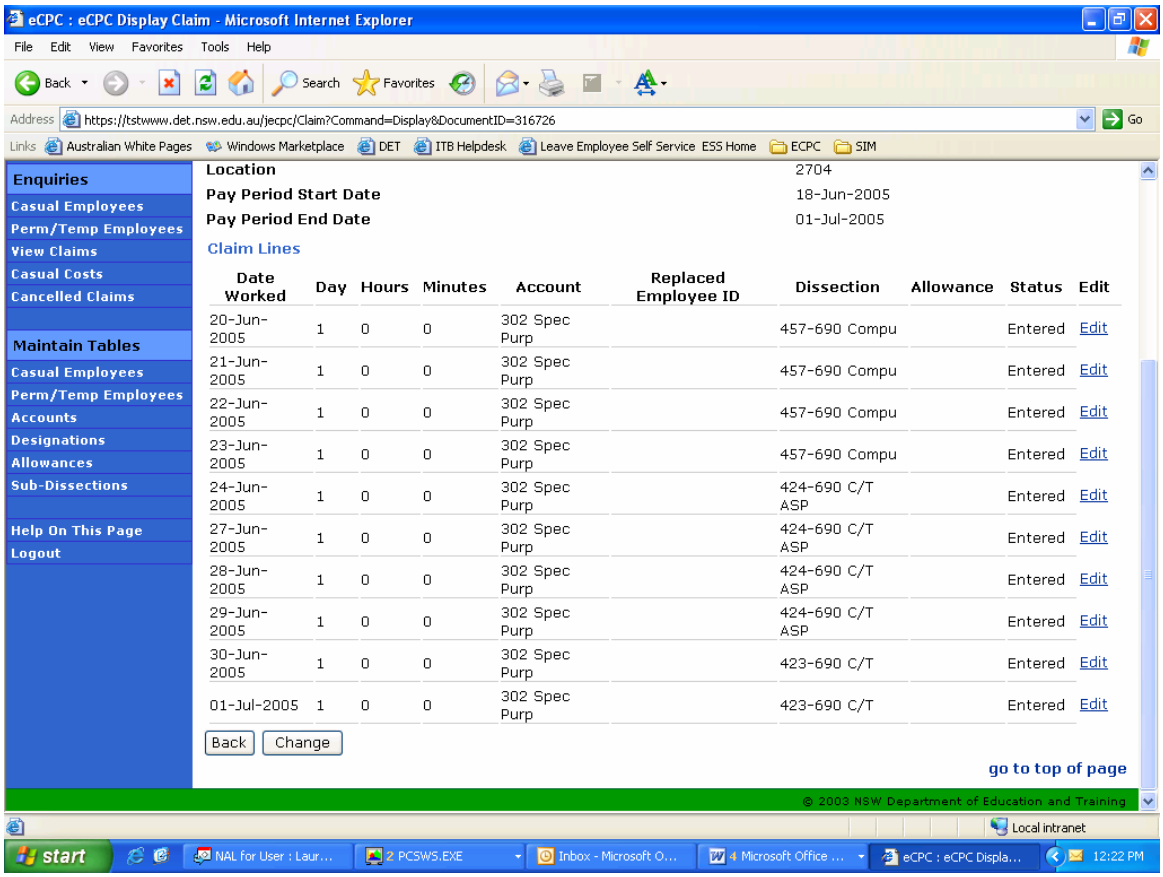

eCPC : eCPC Display Claim - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=Display&DocumentID=316726
Go
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
Logout
Location 2704
Pay Period Start Date 18-Jun-2005
Pay Period End Date 01-Jul-2005
Claim Lines
Date Worked | Day | Hours | Minutes | Account | Replaced Employee ID | Dissection | Allowance | Status | Edit
20-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 457-690 Compu | Entered | Edit
21-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 457-690 Compu | Entered | Edit
22-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 457-690 Compu | Entered | Edit
23-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 457-690 Compu | Entered | Edit
24-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 424-690 C/T ASP | Entered | Edit
27-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 424-690 C/T ASP | Entered | Edit
28-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 424-690 C/T ASP | Entered | Edit
29-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 424-690 C/T ASP | Entered | Edit
30-Jun-2005 | 1 | 0 | 0 | 302 Spec Purp | 423-690 C/T | Entered | Edit
01-Jul-2005 | 1 | 0 | 0 | 302 Spec Purp | 423-690 C/T | Entered | Edit
Back Change
go to top of page
© 2003 NSW Department of Education and Training
Local intranet
start
NAL for User : Laur...
2 PCSWS.EXE
Inbox - Microsoft O...
4 Microsoft Office ...
eCPC : eCPC Displa...
12:22 PM

Figure 11 Example of Claim Display (unauthorised claims) screen

If you wish to change only one line click on EDIT.

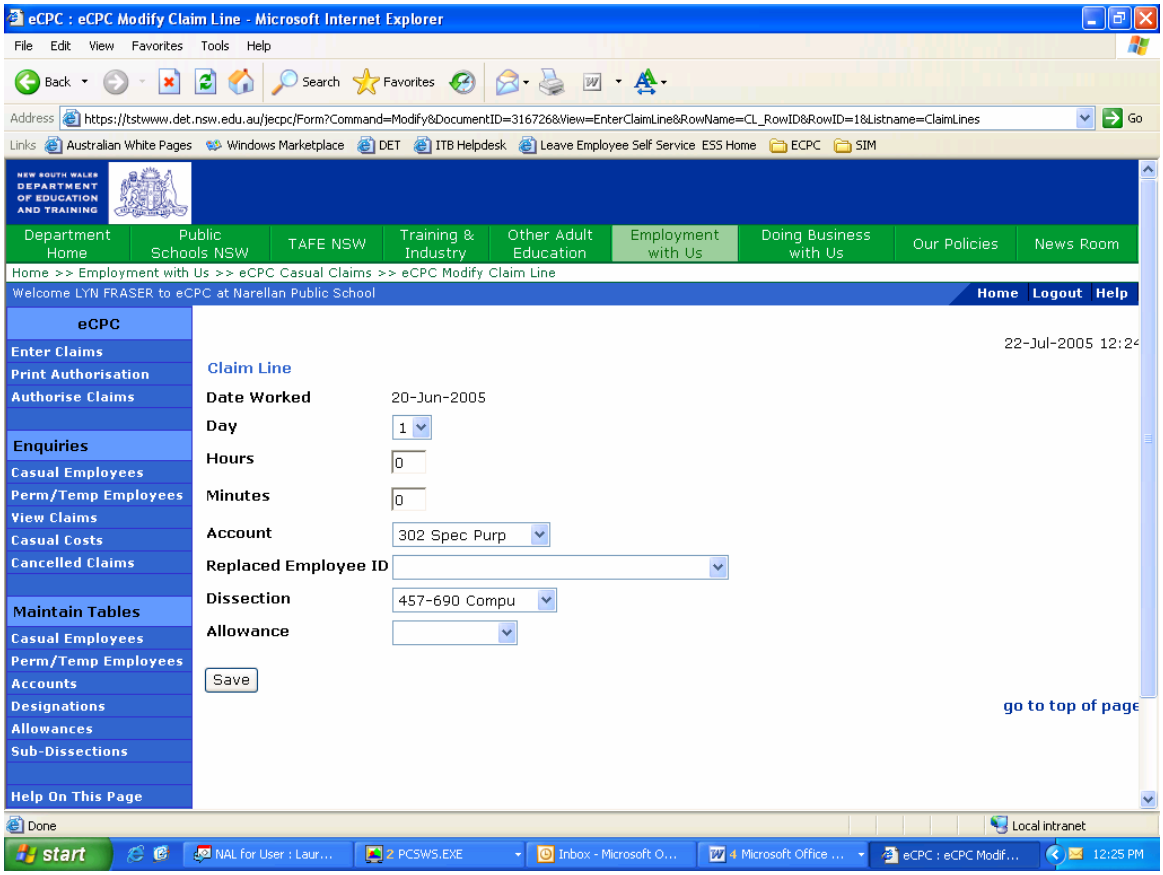


Figure 12 Example of Change Claim Line screen

Print the claim

The casual employee may request a hard-copy confirmation of their claim.

Click the **Print** button. eCPC will automatically print a report that represents the display as shown in *Figure 10 Example of Claim Display (authorised* claims only) screen.

Rejected claims

A claim can be rejected by the system for one of the following reasons:

1. Hours exceeds
2. Missing Account
3. Missing replaced employee

Remember:

Claim details recorded on the system may be amended or deleted right up until they have been AUTHORISED.

Chapter 5 Print Authorisation

This function produces a list by employee of time worked in the pay period and is yet to be approved.

Who has access to this option

The verifier or authoriser may print the authorisation report.

When this process can be completed

This procedure should be completed prior to authorising claims for payment.

Note: Prior to authorisation of claims for submission for payment, it is a requirement that the Print Authorisation sheet be printed and attached to the source documentation within the school. This sheet is to be signed off by the authorising officer and held at the school for future reference

Access the option

Click on the **Print Authorisation** menu option for the **Print Authorisation Sheet** selection screen. See *Figure 13 Example of Print Authorisation Sheet Select Pay Period*.

This screen shows the **pay period end dates** with casual claims awaiting authorisation. Each line represents the number of claims awaiting authorisation for that pay period.

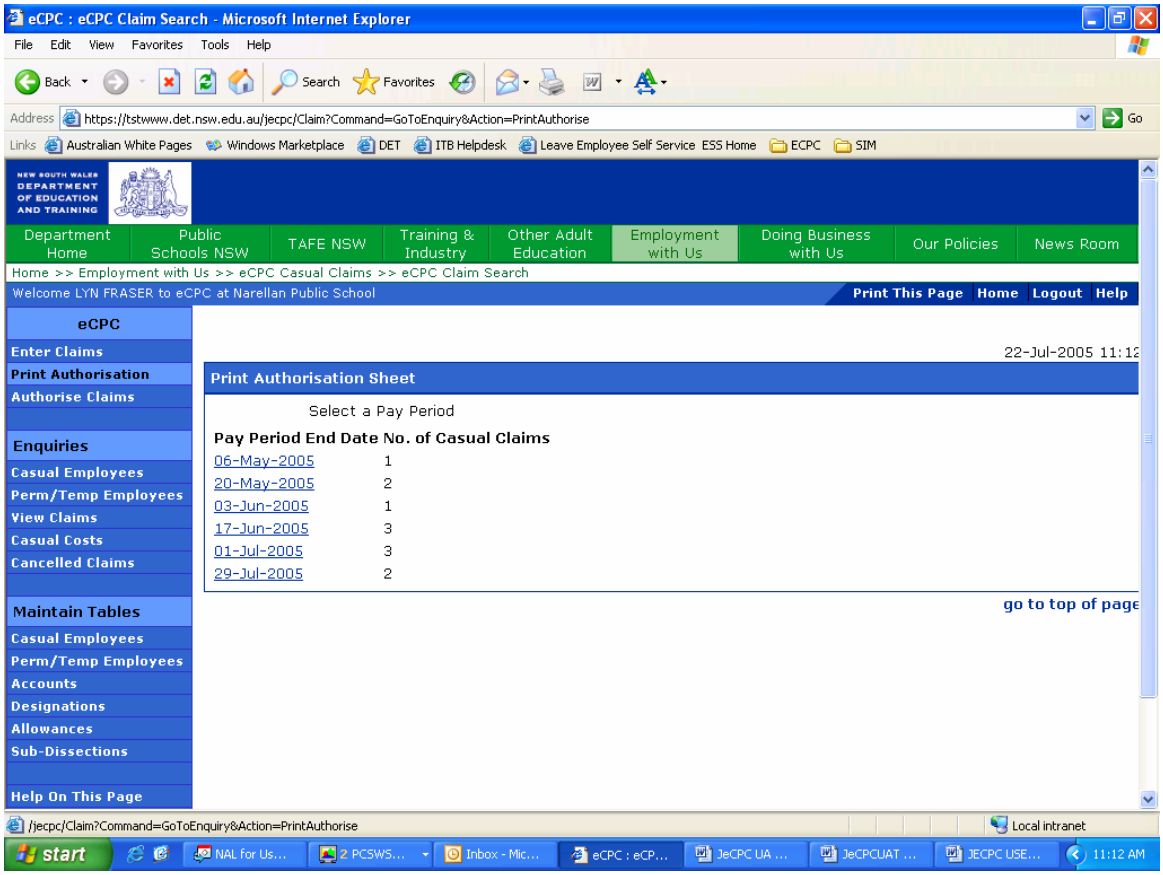


Figure 13 Example of Print Authorisation Sheet Select Pay Period

Select the Pay Period End Date

Click on the pay period that requires authorisation. The **Authorisation Sheet** screen will be presented. See *Figure 14 Example of Casual Claims awaiting authorisation.*

This screen lists individual claimants with outstanding claims.

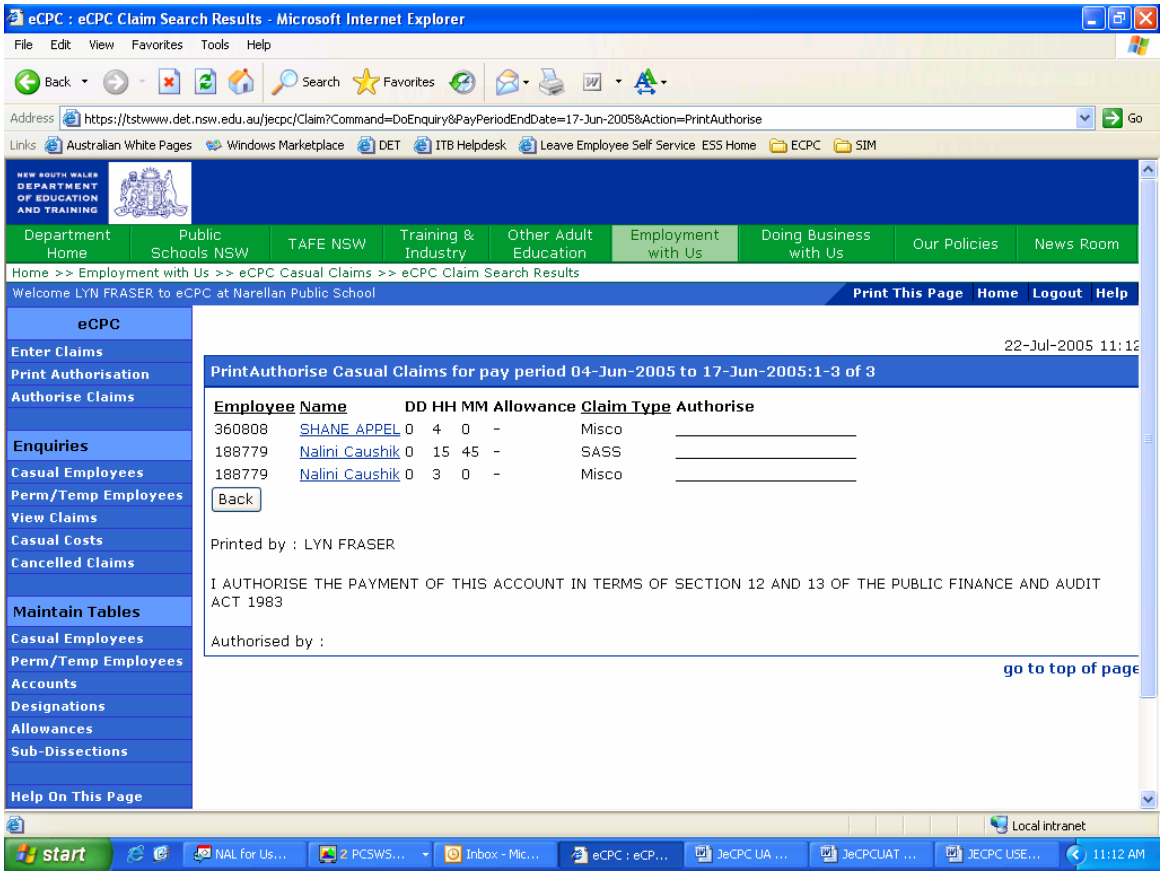

eCPC : eCPC Claim Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=DoEnquiry&PayPeriodEndDate=17-Jun-2005&Action=PrintAuthorise
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Claim Search Results
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:12
PrintAuthorise Casual Claims for pay period 04-Jun-2005 to 17-Jun-2005:1-3 of 3
Employee Name DD HH MM Allowance Claim Type Authorise
360808 SHANE APPEL 0 4 0 - Misco
188779 Nalini Caushik 0 15 45 - SASS
188779 Nalini Caushik 0 3 0 - Misco
Back
Printed by : LYN FRASER
I AUTHORISE THE PAYMENT OF THIS ACCOUNT IN TERMS OF SECTION 12 AND 13 OF THE PUBLIC FINANCE AND AUDIT ACT 1983
Authorised by :
go to top of page
Local intranet
start
11:12 AM

Figure 14 Example of Casual Claims awaiting authorisation

Authorisation Sheet Detail

The **Authorisation Sheet** details the following:

- Pay period,
- Casual Employee Number
- Employee Name,
- Total hours and minutes worked for the pay period and
- Whether any allowance has been claimed

View employee details

You can view the employee's details by clicking on the name. This takes to another screen. Click the **Back** button on the screen to return to the **Authorisation Sheet** screen.

Produce the print out

Click the **Print** button on the screen to produce the printed copy, which represents the screen as represented in *Figure 14 Example of Casual Claims awaiting authorisation*.

Back button

Click the **Back** button **on the screen** to return to the payment period selection screen.

Chapter 6 Authorise Claim

This procedure authorises payment for a casual employee working within the school or location.

The authoriser must have the *Authorisation Sheet* and may also benefit from reviewing the C*laim forms* or the *Sign-On Register*.

Who has access to this option

Authorisers are the only individuals who can complete this process.

When this process can be completed

This process is completed when there are casual claims awaiting authorisation.

NOTE: Prior to authorisation of claims for submission for payment, it is a requirement that the Print Authorisation sheet be printed and attached to the source documentation within the school. This sheet is to be signed off by the authorising officer and held at the school for future reference

NOTE regarding segregation of duties

- eCPC will not permit any user to input (verify) and authorise the same claim, except where the user is in a school classified P5 or P6.

- eCPC will not permit any user to authorise a claim they have changed, except where the user is in a school classified P5 or P6.

- eCPC will not allow any user to input and authorise their own claim under any circumstance

Access the option

Click the **Authorise Claim** menu option for the **Authorise Casual Claims** screen. See *Figure 15 Example of Authorise Casual Claims pay period listing*.

This screen shows the **pay period end dates** with casual claims awaiting authorisation. Each line represents the number of claims awaiting authorisation for that pay period.

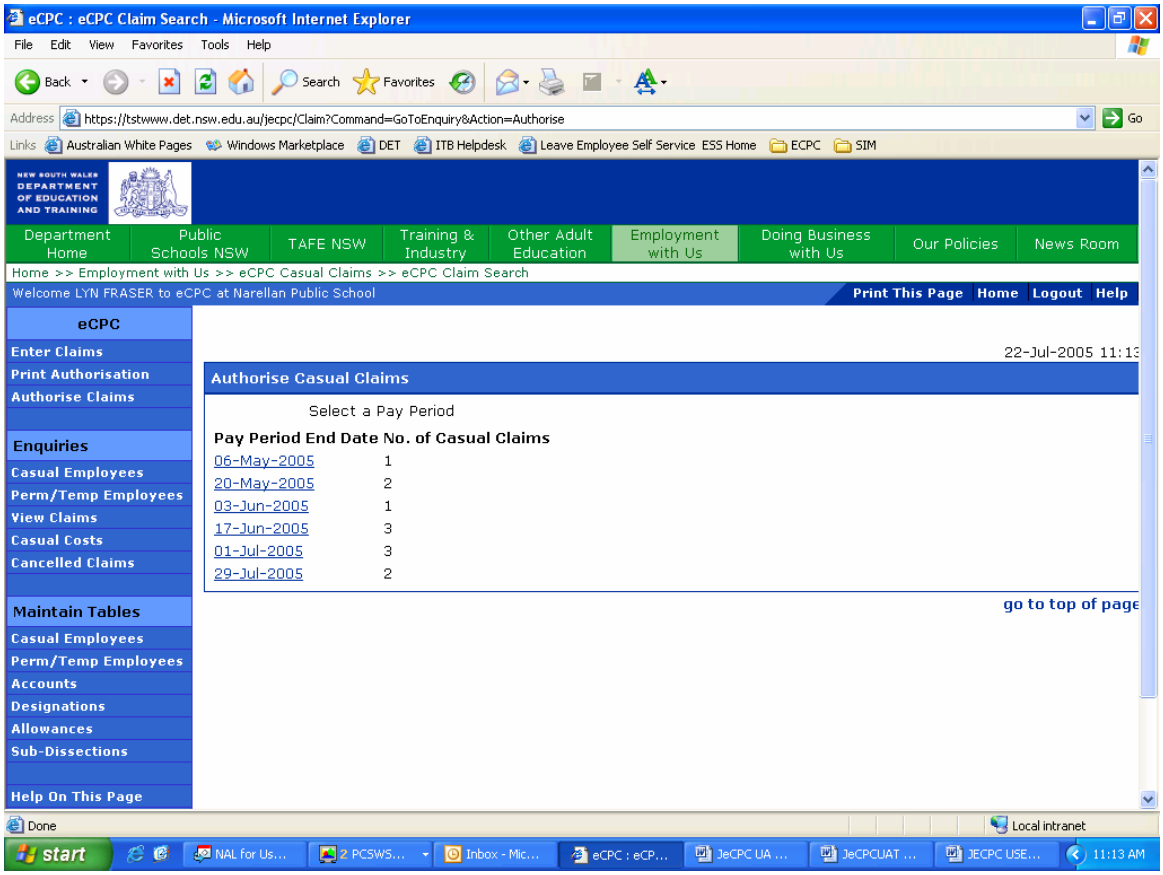


Figure 15 Example of Authorise Casual Claims pay period listing

Select the Pay Period End Date

Click on the pay period that requires authorisation for the **Authorisation Sheet** screen. See *Figure 16 Example of Authorise individual claims*.

This screen displays each individual claimant with outstanding claims.

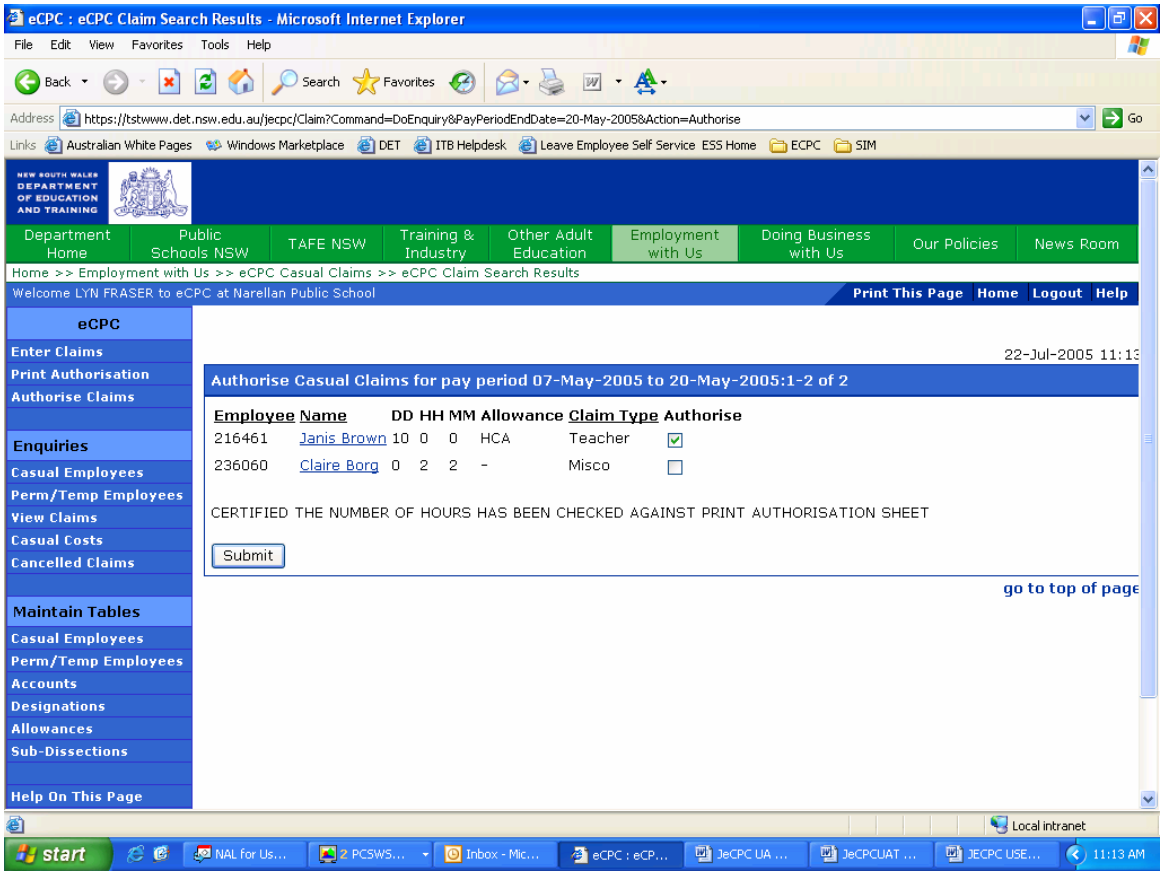


Figure 16 Example of Authorise individual claims

View the claimant's details

If you would like an on-screen display of the individual claimant's claim form, click on the claimant's name in the **Name** column. See *Chapter 9 Enquiries - View Claim.*

Click the **Back** button on the *View Claim* screen to return to the **Authorisation Casual Claim** screen.

Authorise the claim

Click on the box next to the claim to be authorised. The field will change from ☐ to ☑.

Once you have ticked all of the claims to be authorised, click the **Submit** button. The system will rebuild the **Casual Claim** screen to display a listing of all claims records authorised for that pay period. See *Figure 17 Example of Authorised Casual Claims*.

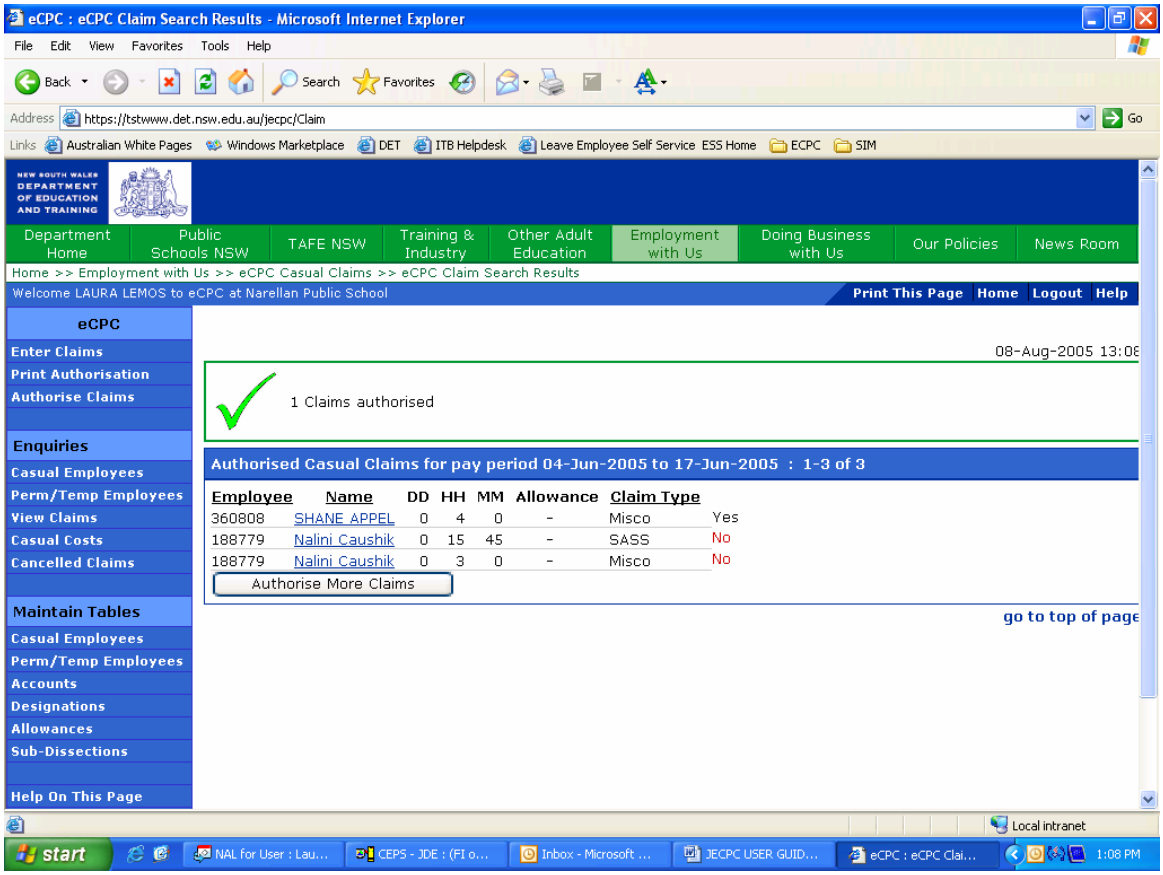

eCPC : eCPC Claim Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Claim Search Results
Welcome LAURA LEMOS to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
08-Aug-2005 13:08
1 Claims authorised
Authorised Casual Claims for pay period 04-Jun-2005 to 17-Jun-2005 : 1-3 of 3
Employee Name DD HH MM Allowance Claim Type
360808 SHANE APPEL 0 4 0 - Misco Yes
188779 Nalini Caushik 0 15 45 - SASS No
188779 Nalini Caushik 0 3 0 - Misco No
Authorise More Claims
go to top of page
Local intranet
start
NAL for User : Lau...
CEPS - JDE : (FI o...
Inbox - Microsoft ...
JECPC USER GUID...
eCPC : eCPC Clai...
1:08 PM

Figure 17 Example of Authorised Casual Claims

The authorised column now displays whether the records have been authorised.

When a claim is authorised, it is immediately written into the *Casual Payroll System*, where it will be released for payment according to existing DET rules.

Remember:

Once a claim has been authorised, you cannot change that claim. If errors are found after a claim has been authorised, refer the request to CEPS Bureau for advice – **IMMEDIATELY**.

Chapter 7 Enquiries - Casual Employee

eCPC provides information for the following data for each of the claimants who have been recorded in the system.

Employee details

- Employee number
- Surname
- First name
- Second name
- Address – this information is not available to verifiers.
- Date of birth – this information is not available to verifiers.
- Telephone number – this information is not available to verifiers.
- Approval number
- Date of approval
- Category
- Status and designation

Conditions

- LWOP details
- LWOP expiry date

Service history

- Term
- Year
- Location
- Days

Appointment history

- Status
- Days
- Hours
- Minutes

- Entry on duty
- End date
- Allowance

Who has access to this option

The verifier and the authoriser can both access this screen, however the some of the data available is not available to verifiers.

When this process can be completed

This screen can be accessed as required.

Access the option

Click on the **Casual Employees** option on the menu for the **Casual Employee Enquiry** screen. See *Figure 18 Example of Casual Employee Enquiry screen.*

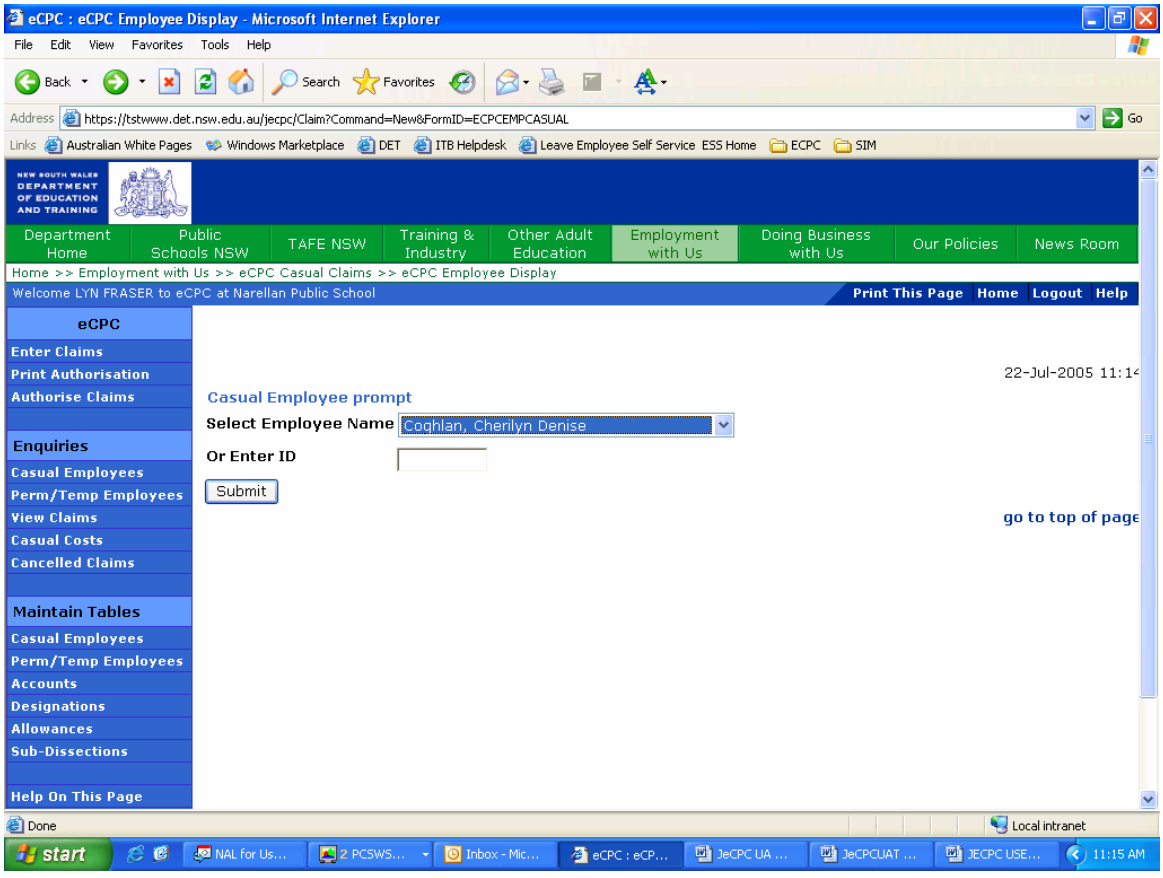


Figure 18 Example of Casual Employee Enquiry screen

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want to enquire on, click the name once.

Enter Casual Employee Number

Alternatively, if you know the employee's Casual Employee Number, enter it in this field.

Submit button

Click the submit button for the **Casual Enquiry Details** screen. See *Figure 19 Example of Casual Employee Detail Enquiry screen.*

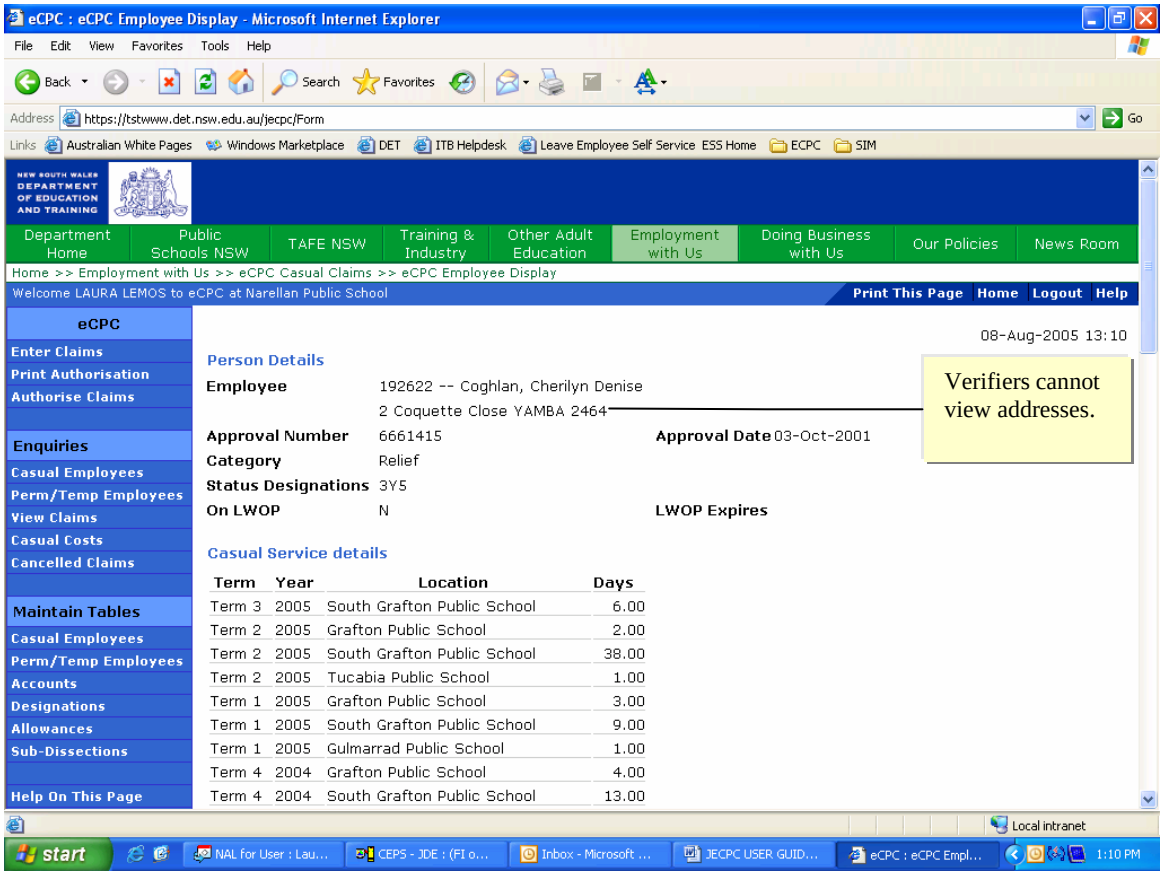


Figure 19 Example of Casual Employee Detail Enquiry screen

Add Casual Employee to List

Click this button to add this casual employee to the drop down lists for your school or location.

Print the information

You can print off this service history by clicking the **Print** button at the bottom of the screen.

Chapter 8 Enquiries – Permanent/Temporary Employees

eCPC provides information for the following data for each of the Permanent/Temporary employees at the school or location.

- Employee Serial Number
- Name
- Address – this information is not available to verifiers.
- Date of Birth – this information is not available to verifiers.
- Appointment to and from dates for permanent/temporary
- Days for permanent/temporary employment

Who has access to this option

The verifier and the authoriser can both access this screen.

When this process can be completed

This screen can be accessed as required.

Access the option

Click on the **Perm/Temp Employee Enquiry** option on the **Enquiries** menu for the **Permanent/Temporary Employee Enquiry** screen. See *Figure 20 Example of Permanent/Temporary Employee Enquiry Select* screen.

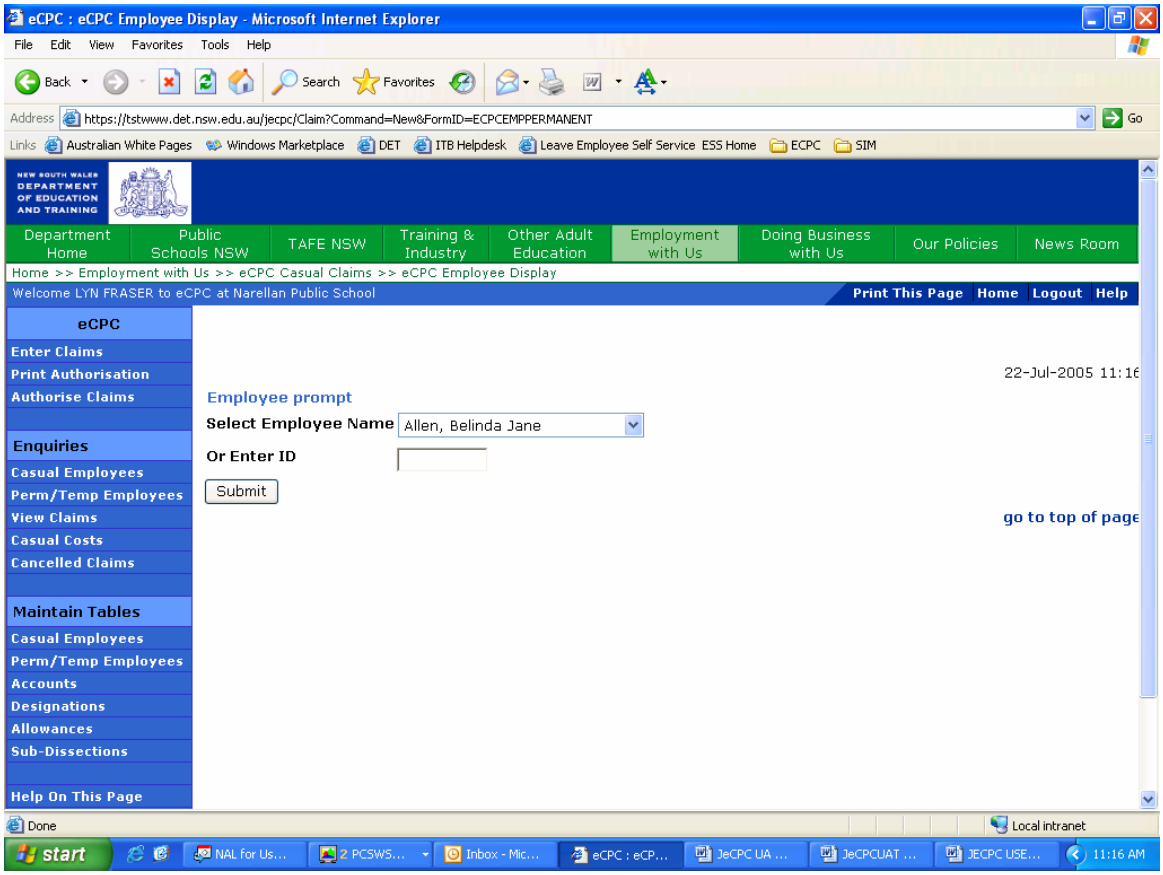


Figure 20 Example of Permanent/Temporary Employee Enquiry Select screen

Select Employee Name

Click on the arrow on this field and scroll through the list of employees on the database. When you find the employee you want to enquire on, click the name once.

Enter Employee Serial Number

Alternatively, if you know the employee's Serial Number, enter it in this field.

Submit button

Click the submit button for the **Perm/Temp Enquiry Details** screen. See *Figure 21 Example of Permanent/Temporary Employee Enquiry Details screen*.

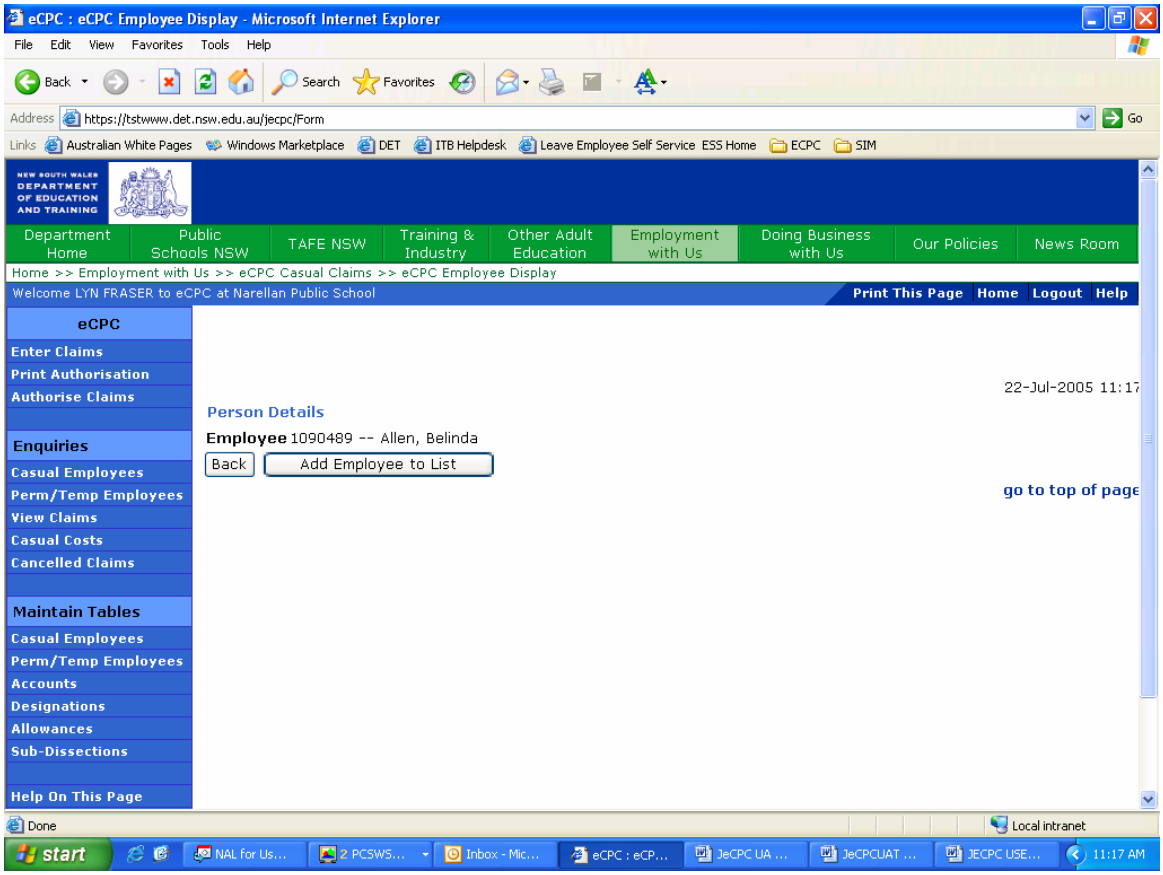


Figure 21 Example of Permanent/Temporary Employee Enquiry Details screen

Add Permanent/Temporary Employee to List

Click this button to add this permanent/temporary employee to the drop down lists for your school or location.

Print the information

You can print off this service history by clicking the **Print** button at the bottom of the screen.

Chapter 9 Enquiries - View Claim

This function produces a listing of all casual employees who have made claims at the school or location for a given pay period. It also indicates whether the claim has been authorised or not.

Note: The claim information displayed will only reflect claims entered via this functionality.

Who has access to this option

The verifier or authoriser may access the **View Claim** option.

When this process can be completed

This option may be accessed as required.

Access the option

Click on the **View Claim** option on the **Enquiries** menu for the **Display Casual Claims** screen. See *Figure 22 Example of View Claim by Pay Period.*

This screen lists casual claims for the school in the pay periods that they occurred. Both authorised and unauthorised claims are included in the totals given.

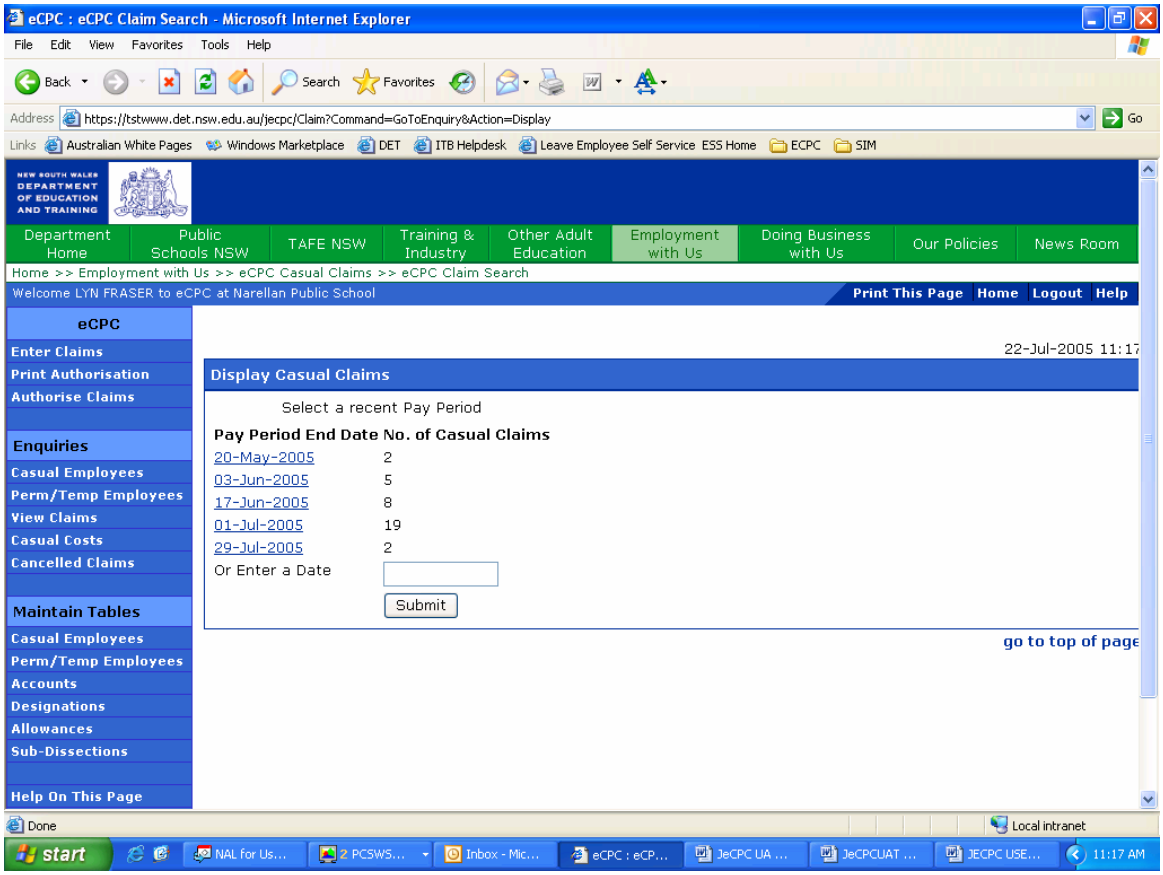


Figure 22 Example of View Claim by Pay Period

Select Pay Period End Date

Click on the **Pay Period End Date** column to view the claimants who made claims during that period. See *Figure 23 Example of Casual Claims by individual claimants*.

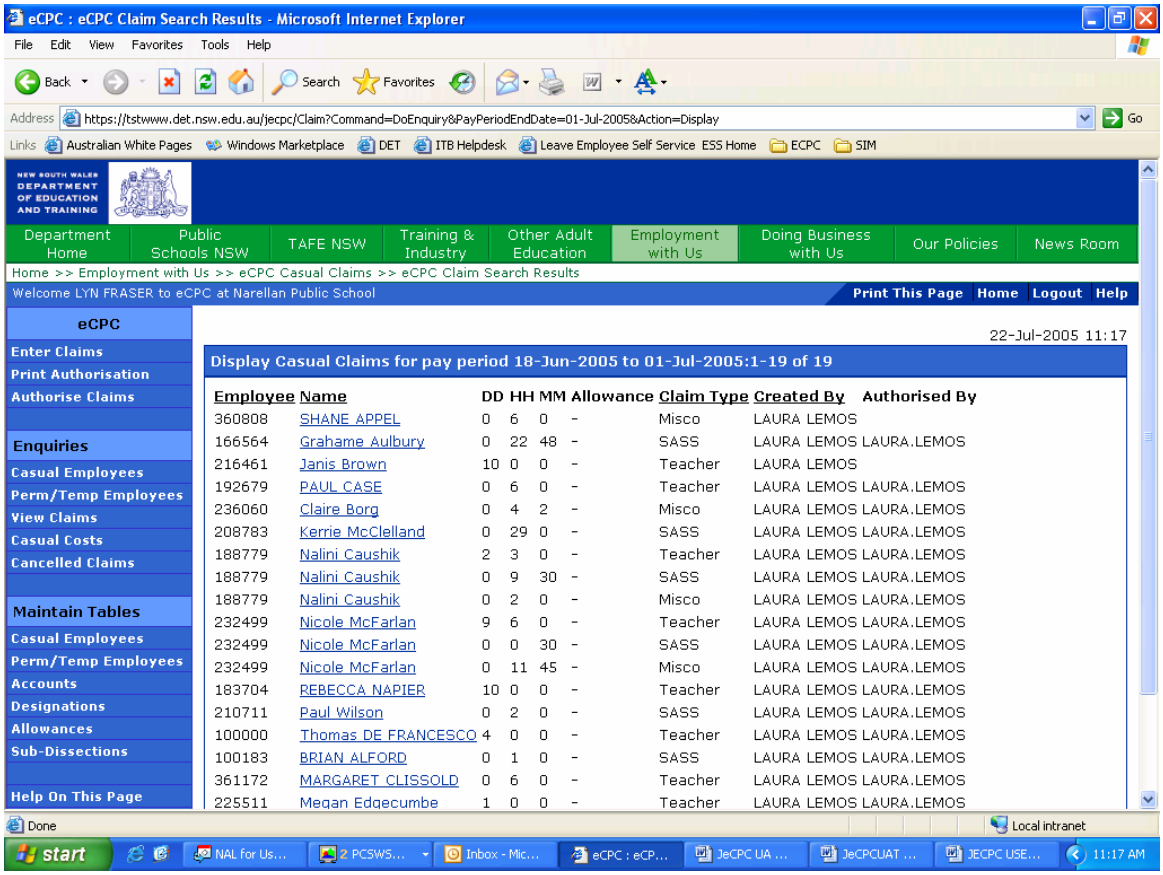

eCPC : eCPC Claim Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=DoEnquiry&PayPeriodEndDate=01-Jul-2005&Action=Display
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Claim Search Results
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:17
Display Casual Claims for pay period 18-Jun-2005 to 01-Jul-2005:1-19 of 19
Employee Name DD HH MM Allowance Claim Type Created By Authorised By
360808 SHANE APPEL 0 6 0 - Misco LAURA LEMOS
166564 Grahame Aulbury 0 22 48 - SASS LAURA LEMOS LAURA.LEMOS
216461 Janis Brown 10 0 0 - Teacher LAURA LEMOS
192679 PAUL CASE 0 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
236060 Claire Borg 0 4 2 - Misco LAURA LEMOS LAURA.LEMOS
208783 Kerrie McClelland 0 29 0 - SASS LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 2 3 0 - Teacher LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 0 9 30 - SASS LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 0 2 0 - Misco LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 9 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 0 0 30 - SASS LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 0 11 45 - Misco LAURA LEMOS LAURA.LEMOS
183704 REBECCA NAPIER 10 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
210711 Paul Wilson 0 2 0 - SASS LAURA LEMOS LAURA.LEMOS
100000 Thomas DE FRANCESCO 4 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
100183 BRIAN ALFORD 0 1 0 - SASS LAURA LEMOS LAURA.LEMOS
361172 MARGARET CLISSOLD 0 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
225511 Megan Edgecumbe 1 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
Done
Local intranet
start
11:17 AM

Figure 23 Example of Casual Claims by individual claimants

The **Display Casual Claims** screen shows the individual claimant's and a summary of their pay claims for that pay period. It also shows if an allowance has been made and if the claim has been authorised or not.

Claims can be sorted by either employee number, name, claim type, created by or authorised by.

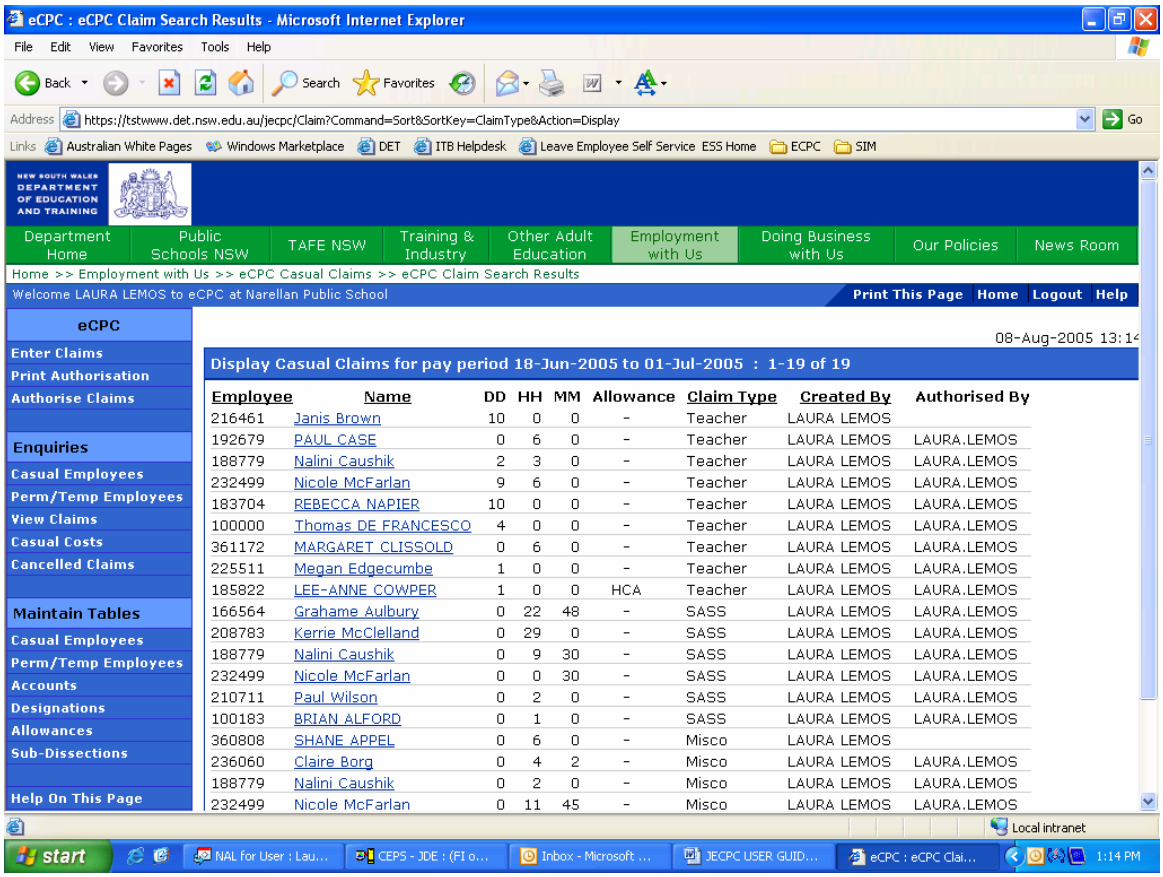

eCPC : eCPC Claim Search Results - Microsoft Internet Explorer
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Claim Search Results
Welcome LAURA LEMOS to eCPC at Narellan Public School
Print This Page
Home
Logout
Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
08-Aug-2005 13:14
Display Casual Claims for pay period 18-Jun-2005 to 01-Jul-2005 : 1-19 of 19
Employee | Name | DD | HH | MM | Allowance | Claim Type | Created By | Authorised By
216461 Janis Brown 10 0 0 - Teacher LAURA LEMOS
192679 PAUL CASE 0 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 2 3 0 - Teacher LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 9 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
183704 REBECCA NAPIER 10 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
100000 Thomas DE FRANCESCO 4 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
361172 MARGARET CLISSOLD 0 6 0 - Teacher LAURA LEMOS LAURA.LEMOS
225511 Megan Edgecumbe 1 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
185822 LEE-ANNE COWPER 1 0 0 HCA Teacher LAURA LEMOS LAURA.LEMOS
166564 Grahame Aulbury 0 22 48 - SASS LAURA LEMOS LAURA.LEMOS
208783 Kerrie McClelland 0 29 0 - SASS LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 0 9 30 - SASS LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 0 0 30 - SASS LAURA LEMOS LAURA.LEMOS
210711 Paul Wilson 0 2 0 - SASS LAURA LEMOS LAURA.LEMOS
100183 BRIAN ALFORD 0 1 0 - SASS LAURA LEMOS LAURA.LEMOS
360808 SHANE APPEL 0 6 0 - Misco LAURA LEMOS
236060 Claire Borg 0 4 2 - Misco LAURA LEMOS LAURA.LEMOS
188779 Nalini Caushik 0 2 0 - Misco LAURA LEMOS LAURA.LEMOS
232499 Nicole McFarlan 0 11 45 - Misco LAURA LEMOS LAURA.LEMOS
Local intranet
start
1:14 PM

Figure 24 Example of Casual Claims by individual claimants

View individual claimant details

Click the claimant's name in that column to access the eCPC claim record for that pay period.

Select another pay period

Click the **Back** button **on the screen** to return to the **Display Casual Claims** screen, where you can select another pay period end date to view.

Chapter 10 Enquiries - Casual Costs Report

This function produces a report of all casual employee pay claims entered on eCPC for the school or location for a specified pay period.

Note: The Cost Report will only reflect claims entered via this functionality.

Who has access to this option

The verifier or authoriser may access the **Casual Costs** report option.

When this process can be completed

This option may be accessed as required.

What is on the report

This report displays the following for the claims reported on:

- Date worked,
- Employee's name,
- Account charged,
- Sub-Dissection used,
- Time worked,
- Total cost for the account and on costs,
- Indicates if the claim is waiting to be authorised or is being investigated by CEPS Bureau.

Access the option

Click the **Casual Costs** option on the **Enquiries** menu for the **Casual Costs Enquiry** screen. See *Figure 25 Example of Casual Costs Enquiry screen*.

This report can be customised by:

- Pay period or range of selected dates,
- Report sequence (sort order),
- Casual type and
- School or Location/DET costed accounts (billable or non billable accounts)

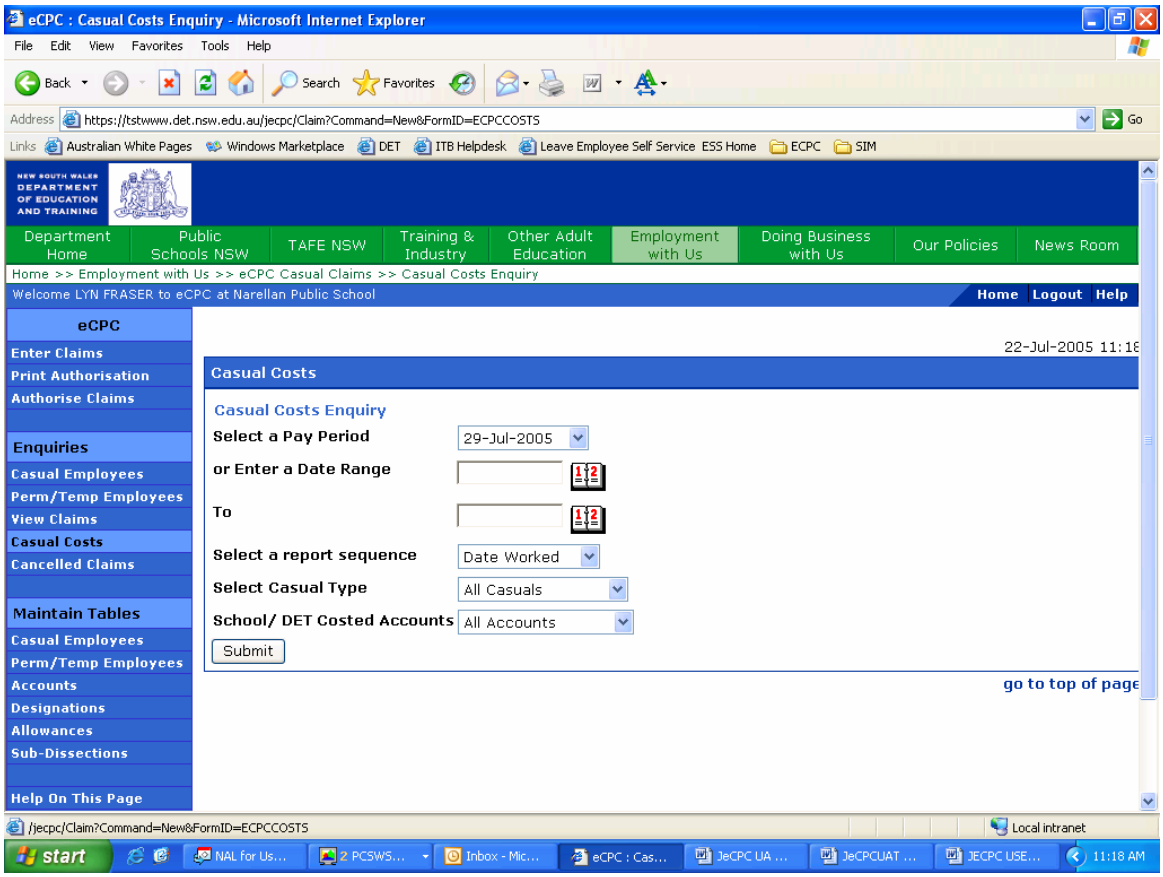


Figure 25 Example of Casual Costs Enquiry screen

Select a date range

You can order the report for a specific pay period or a range of dates.

Select a Pay Period

Click on the arrow on this field and scroll through the list of pay periods. When you find the pay period that you want to report on, click that date once.

Enter a From Date and a To Date

You can elect to print the report for a range of pay periods by entering the start date and the end date in these two fields.

Select a report sequence

Click on the arrow on this field for the list of options that can be used to sort the report. You have a choice of one of the following:

- Date (see page 46 for an example),
- Sub-Dissection (see page 47 for an example),
- Account (see page 48 for an example) or
- Claimant (see page 49 for an example).

Select a casual type

Click on the arrow on this field for the list of values related to the type of casual employee to report on. You have a choice of one of the following:

- All casual employees,
- Teachers only,
- SASS only,
- Miscellaneous Employees only

Select School or Location/DET costed accounts

Click on the arrow on this field for the list of values related to the type of global billing to report on. You have a choice of one of the following:

- All accounts,
- School or Location costed only or
- DET costed only.

Run the report

Once you have set up the parameters that you require for the report, click the **Submit** button and the report will be presented on the screen.

Print the report

You can print the report by clicking the **Print** button on the screen.

Click the **Back** button on **the screen** to return to the report parameter screen.

Examples of the reports

The following are examples of the reports by each sort criteria.

Sorted by Date Worked

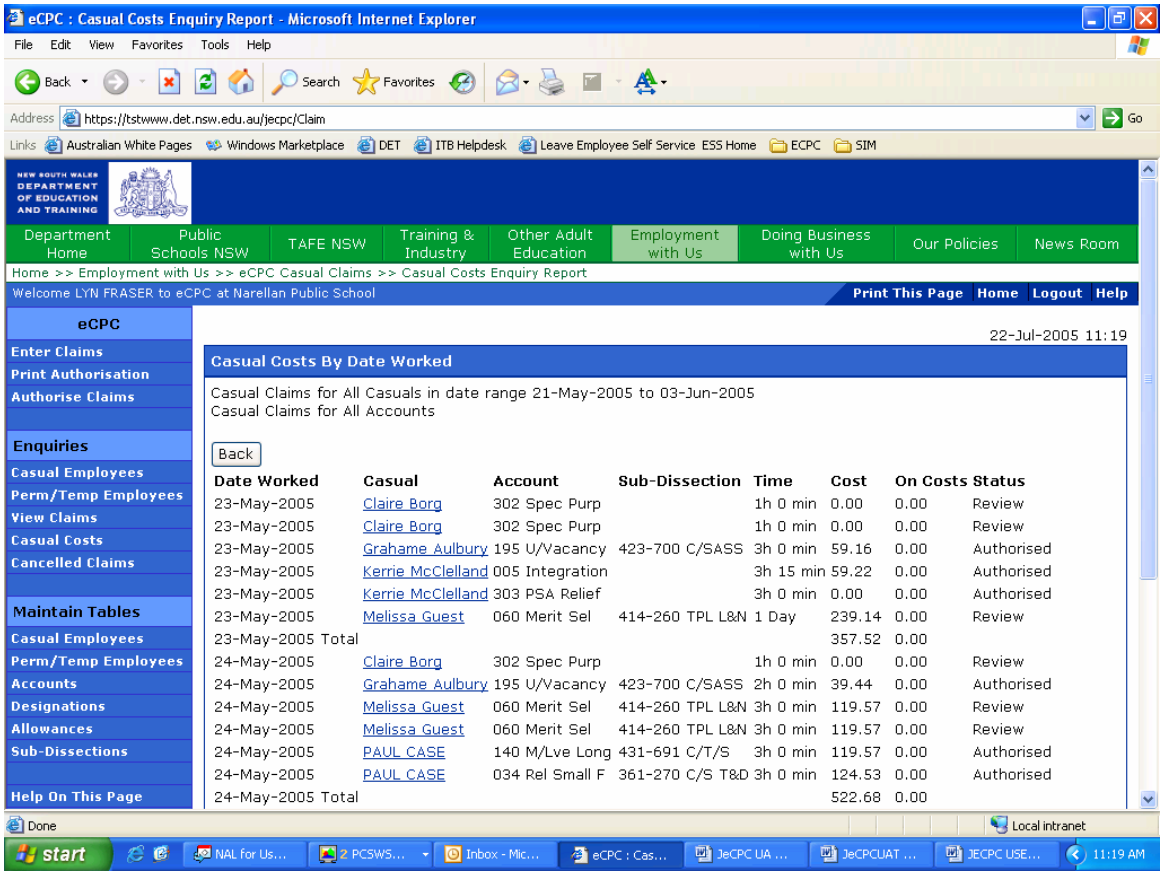

eCPC : Casual Costs Enquiry Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> Casual Costs Enquiry Report
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:19
Casual Costs By Date Worked
Casual Claims for All Casuals in date range 21-May-2005 to 03-Jun-2005
Casual Claims for All Accounts
Back
Date Worked Casual Account Sub-Dissection Time Cost On Costs Status
23-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
23-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
23-May-2005 Grahame Aulbury 195 U/Vacancy 423-700 C/SASS 3h 0 min 59.16 0.00 Authorised
23-May-2005 Kerrie McClelland 005 Integration 3h 15 min 59.22 0.00 Authorised
23-May-2005 Kerrie McClelland 303 PSA Relief 3h 0 min 0.00 0.00 Authorised
23-May-2005 Melissa Guest 060 Merit Sel 414-260 TPL L&N 1 Day 239.14 0.00 Review
23-May-2005 Total 357.52 0.00
24-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
24-May-2005 Grahame Aulbury 195 U/Vacancy 423-700 C/SASS 2h 0 min 39.44 0.00 Authorised
24-May-2005 Melissa Guest 060 Merit Sel 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
24-May-2005 Melissa Guest 060 Merit Sel 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
24-May-2005 PAUL CASE 140 M/Lve Long 431-691 C/T/S 3h 0 min 119.57 0.00 Authorised
24-May-2005 PAUL CASE 034 Rel Small F 361-270 C/S T&D 3h 0 min 124.53 0.00 Authorised
24-May-2005 Total 522.68 0.00
Done
Local intranet
start
11:19 AM

Figure 26 Example of Casual Costs Enquiry screen by Date Worked

Sorted by Sub-Dissection

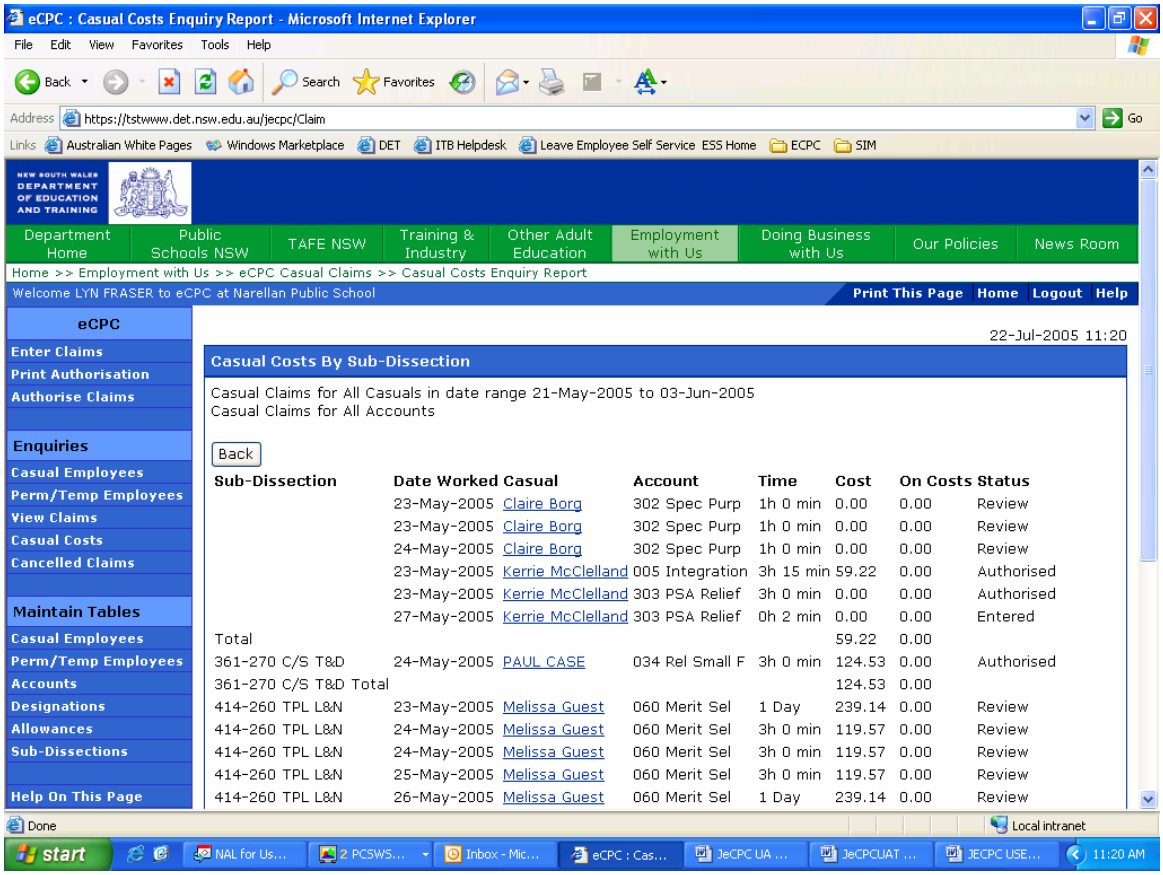

eCPC : Casual Costs Enquiry Report - Microsoft Internet Explorer
https://tstwww.det.nsw.edu.au/jecpc/Claim
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> Casual Costs Enquiry Report
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page
Home
Logout
Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:20
Casual Costs By Sub-Dissection
Casual Claims for All Casuals in date range 21-May-2005 to 03-Jun-2005
Casual Claims for All Accounts
Back
Sub-Dissection Date Worked Casual Account Time Cost On Costs Status
23-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
23-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
24-May-2005 Claire Borg 302 Spec Purp 1h 0 min 0.00 0.00 Review
23-May-2005 Kerrie McClelland 005 Integration 3h 15 min 59.22 0.00 Authorised
23-May-2005 Kerrie McClelland 303 PSA Relief 3h 0 min 0.00 0.00 Authorised
27-May-2005 Kerrie McClelland 303 PSA Relief 0h 2 min 0.00 0.00 Entered
Total 59.22 0.00
361-270 C/S T&D 24-May-2005 PAUL CASE 034 Rel Small F 3h 0 min 124.53 0.00 Authorised
361-270 C/S T&D Total 124.53 0.00
414-260 TPL L&N 23-May-2005 Melissa Guest 060 Merit Sel 1 Day 239.14 0.00 Review
414-260 TPL L&N 24-May-2005 Melissa Guest 060 Merit Sel 3h 0 min 119.57 0.00 Review
414-260 TPL L&N 24-May-2005 Melissa Guest 060 Merit Sel 3h 0 min 119.57 0.00 Review
414-260 TPL L&N 25-May-2005 Melissa Guest 060 Merit Sel 3h 0 min 119.57 0.00 Review
414-260 TPL L&N 26-May-2005 Melissa Guest 060 Merit Sel 1 Day 239.14 0.00 Review
Done
Local intranet
start
11:20 AM

Figure 27 Example of Casual Costs Enquiry screen

Sorted by Account

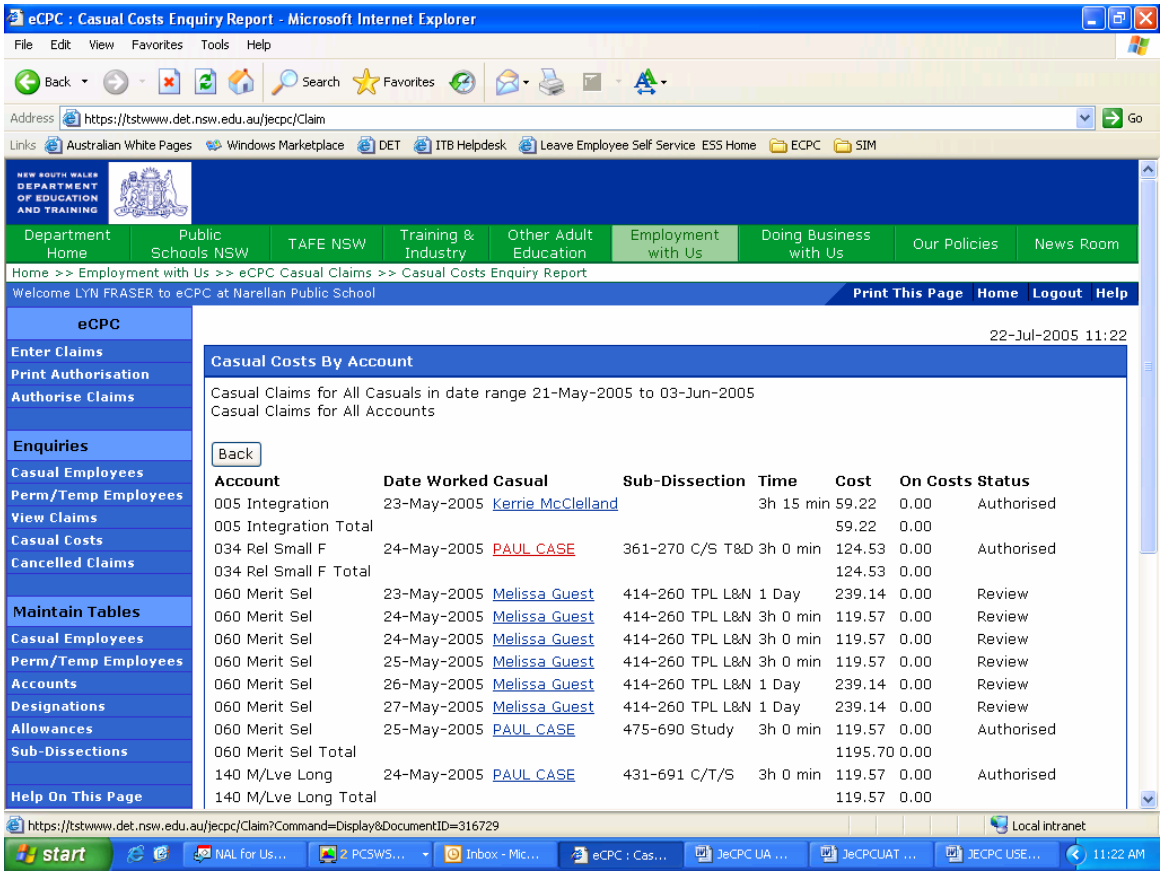

eCPC : Casual Costs Enquiry Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> Casual Costs Enquiry Report
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:22
Casual Costs By Account
Casual Claims for All Casuals in date range 21-May-2005 to 03-Jun-2005
Casual Claims for All Accounts
Back
Account Date Worked Casual Sub-Dissection Time Cost On Costs Status
005 Integration 23-May-2005 Kerrie McClelland 3h 15 min 59.22 0.00 Authorised
005 Integration Total 59.22 0.00
034 Rel Small F 24-May-2005 PAUL CASE 361-270 C/S T&D 3h 0 min 124.53 0.00 Authorised
034 Rel Small F Total 124.53 0.00
060 Merit Sel 23-May-2005 Melissa Guest 414-260 TPL L&N 1 Day 239.14 0.00 Review
060 Merit Sel 24-May-2005 Melissa Guest 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
060 Merit Sel 24-May-2005 Melissa Guest 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
060 Merit Sel 25-May-2005 Melissa Guest 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
060 Merit Sel 26-May-2005 Melissa Guest 414-260 TPL L&N 1 Day 239.14 0.00 Review
060 Merit Sel 27-May-2005 Melissa Guest 414-260 TPL L&N 1 Day 239.14 0.00 Review
060 Merit Sel 25-May-2005 PAUL CASE 475-690 Study 3h 0 min 119.57 0.00 Authorised
060 Merit Sel Total 1195.70 0.00
140 M/Lve Long 24-May-2005 PAUL CASE 431-691 C/T/S 3h 0 min 119.57 0.00 Authorised
140 M/Lve Long Total 119.57 0.00
https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=Display&DocumentID=316729
Local intranet
start
11:22 AM

Figure 28 Example of Casual Costs Enquiry screen

Sorted by Casual Employee

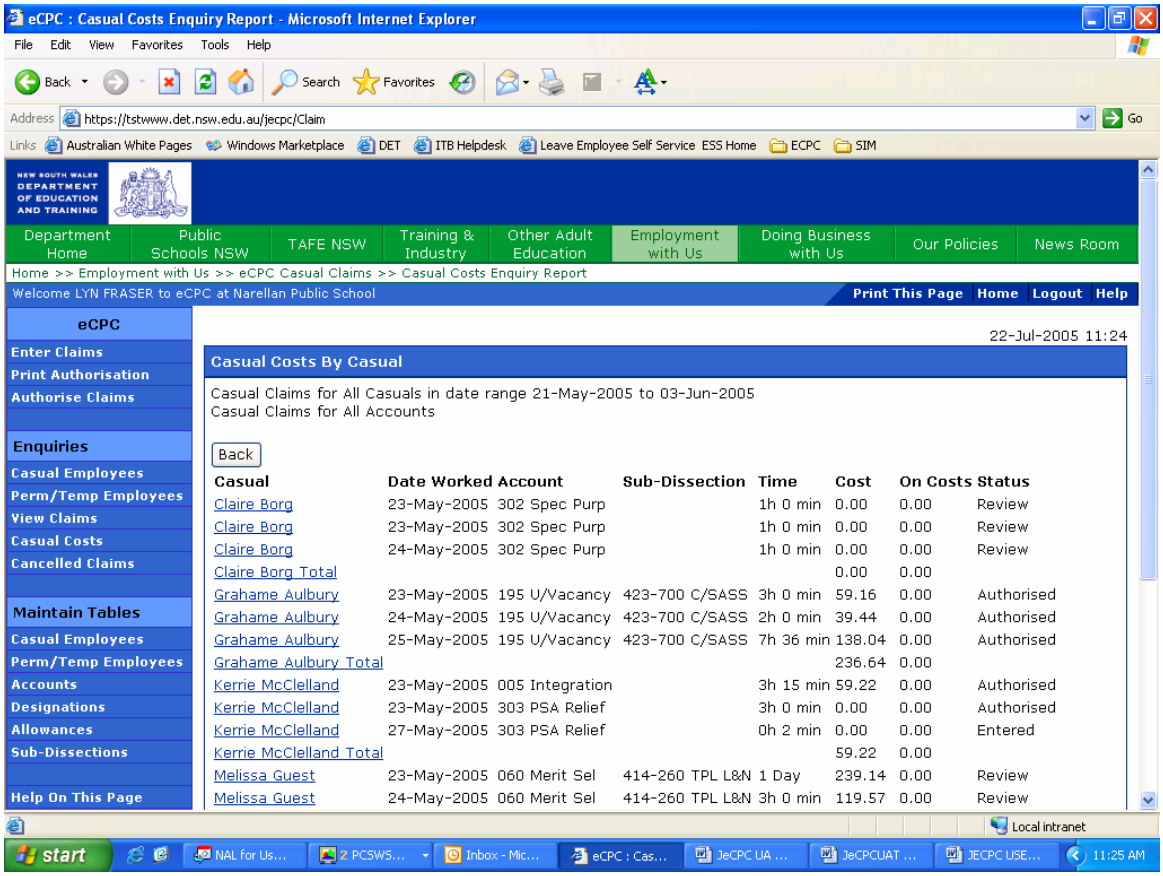

eCPC : Casual Costs Enquiry Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> Casual Costs Enquiry Report
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:24
Casual Costs By Casual
Casual Claims for All Casuals in date range 21-May-2005 to 03-Jun-2005
Casual Claims for All Accounts
Back
Casual Date Worked Account Sub-Dissection Time Cost On Costs Status
Claire Borg 23-May-2005 302 Spec Purp 1h 0 min 0.00 0.00 Review
Claire Borg 23-May-2005 302 Spec Purp 1h 0 min 0.00 0.00 Review
Claire Borg 24-May-2005 302 Spec Purp 1h 0 min 0.00 0.00 Review
Claire Borg Total 0.00 0.00
Grahame Aulbury 23-May-2005 195 U/Vacancy 423-700 C/SASS 3h 0 min 59.16 0.00 Authorised
Grahame Aulbury 24-May-2005 195 U/Vacancy 423-700 C/SASS 2h 0 min 39.44 0.00 Authorised
Grahame Aulbury 25-May-2005 195 U/Vacancy 423-700 C/SASS 7h 36 min 138.04 0.00 Authorised
Grahame Aulbury Total 236.64 0.00
Kerrie McClelland 23-May-2005 005 Integration 3h 15 min 59.22 0.00 Authorised
Kerrie McClelland 23-May-2005 303 PSA Relief 3h 0 min 0.00 0.00 Authorised
Kerrie McClelland 27-May-2005 303 PSA Relief 0h 2 min 0.00 0.00 Entered
Kerrie McClelland Total 59.22 0.00
Melissa Guest 23-May-2005 060 Merit Sel 414-260 TPL L&N 1 Day 239.14 0.00 Review
Melissa Guest 24-May-2005 060 Merit Sel 414-260 TPL L&N 3h 0 min 119.57 0.00 Review
Local intranet
start
11:25 AM

Figure 29 Example of Casual Costs Enquiry screen

Chapter 11 Enquiries – Cancelled Claims

This function produces a listing of all claims which have been cancelled for a given pay period.

Who has access to this option

The verifier or authoriser may access the **View Claim** option.

When this process can be completed

This option may be accessed as required.

Access the option

Click on the **View Claim** option on the **Enquiries** menu for the **Display Casual Claims** screen. See *Figure 30 Example of Display Cancelled Casual Claims screen*. This screen lists casual claims that have been cancelled for the school in the pay periods that they occurred.

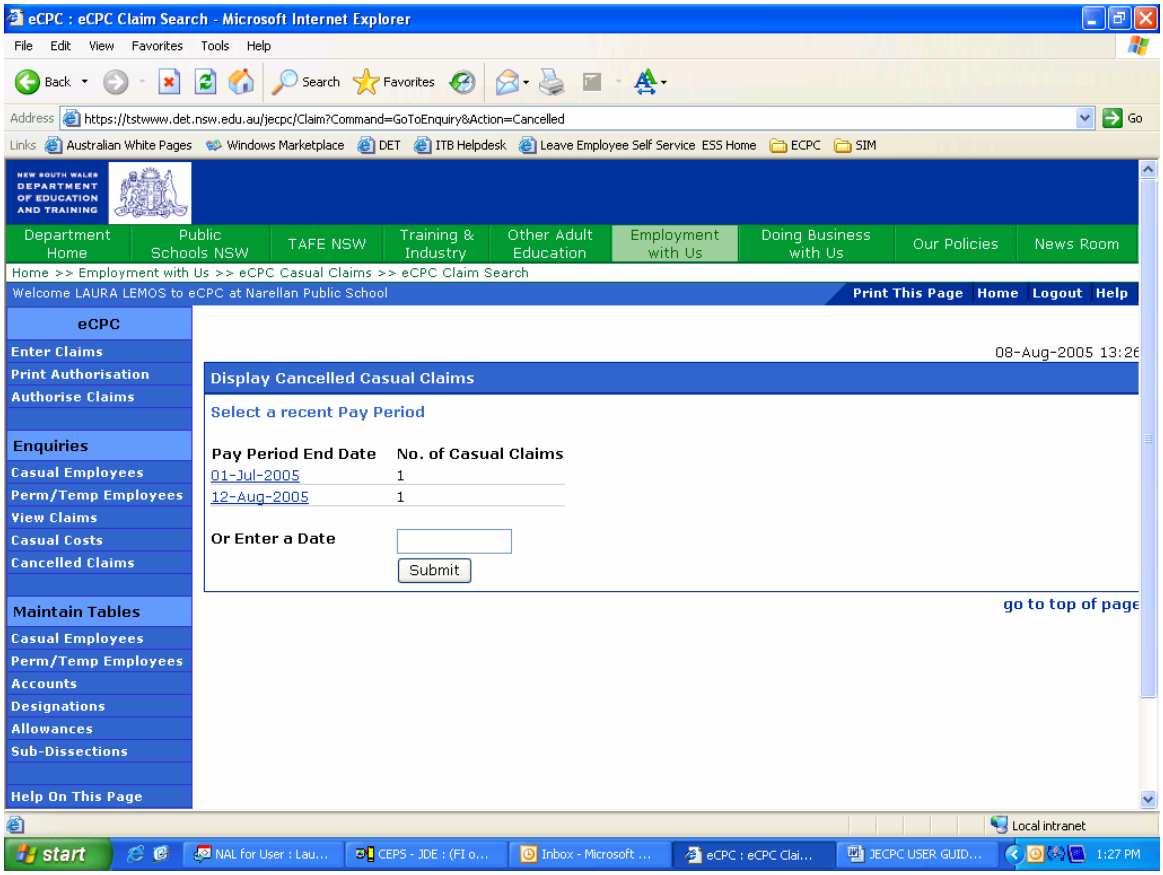


Figure 30 Example of Display Cancelled Casual Claims screen

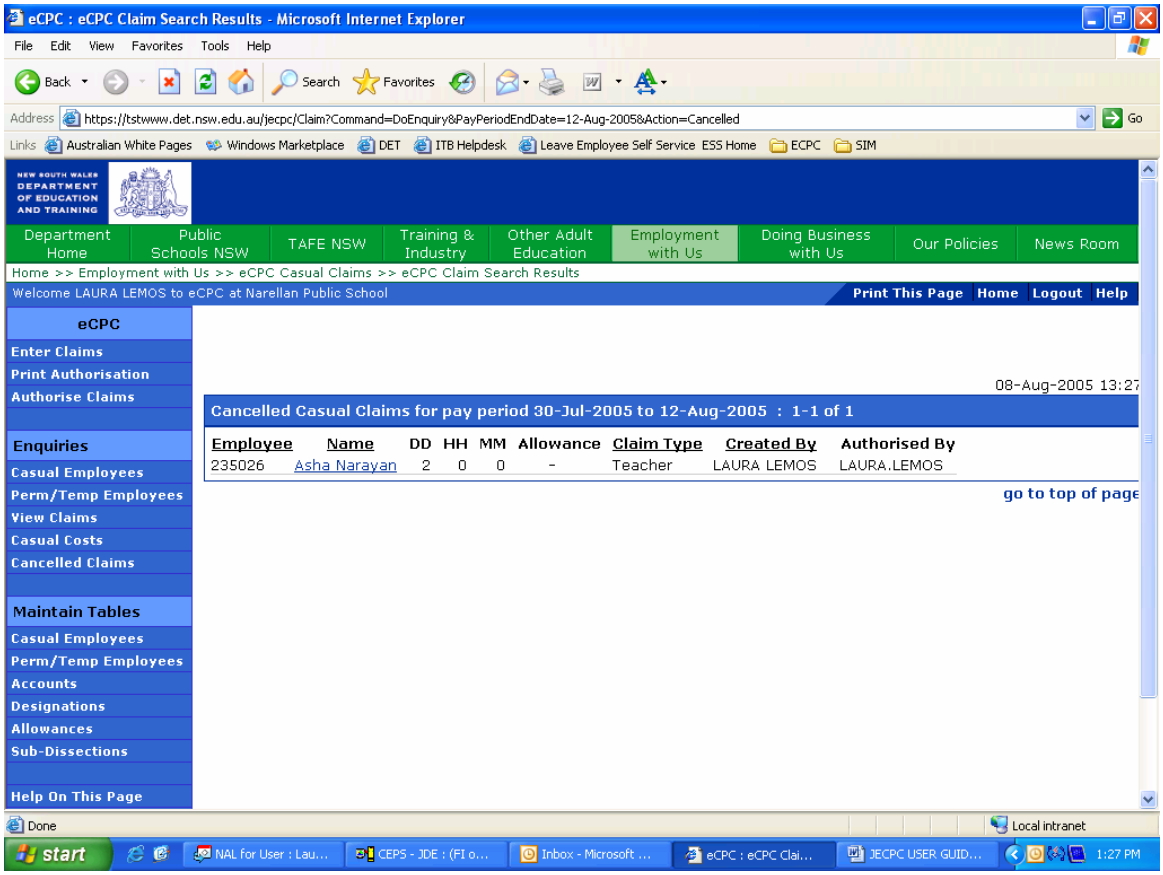

eCPC : eCPC Claim Search Results - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=DoEnquiry&PayPeriodEndDate=12-Aug-2005&Action=Cancelled
Go
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Claim Search Results
Welcome LAURA LEMOS to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
08-Aug-2005 13:27
Cancelled Casual Claims for pay period 30-Jul-2005 to 12-Aug-2005 : 1-1 of 1
Employee Name DD HH MM Allowance Claim Type Created By Authorised By
235026 Asha Narayan 2 0 0 - Teacher LAURA LEMOS LAURA.LEMOS
go to top of page
Done
Local intranet
start
NAL for User : Lau...
CEPS - JDE : (FI o...
Inbox - Microsoft ...
eCPC : eCPC Clai...
JECPC USER GUID...
1:27 PM

Figure 31 Example of Cancelled Casual Claims for Pay Period screen

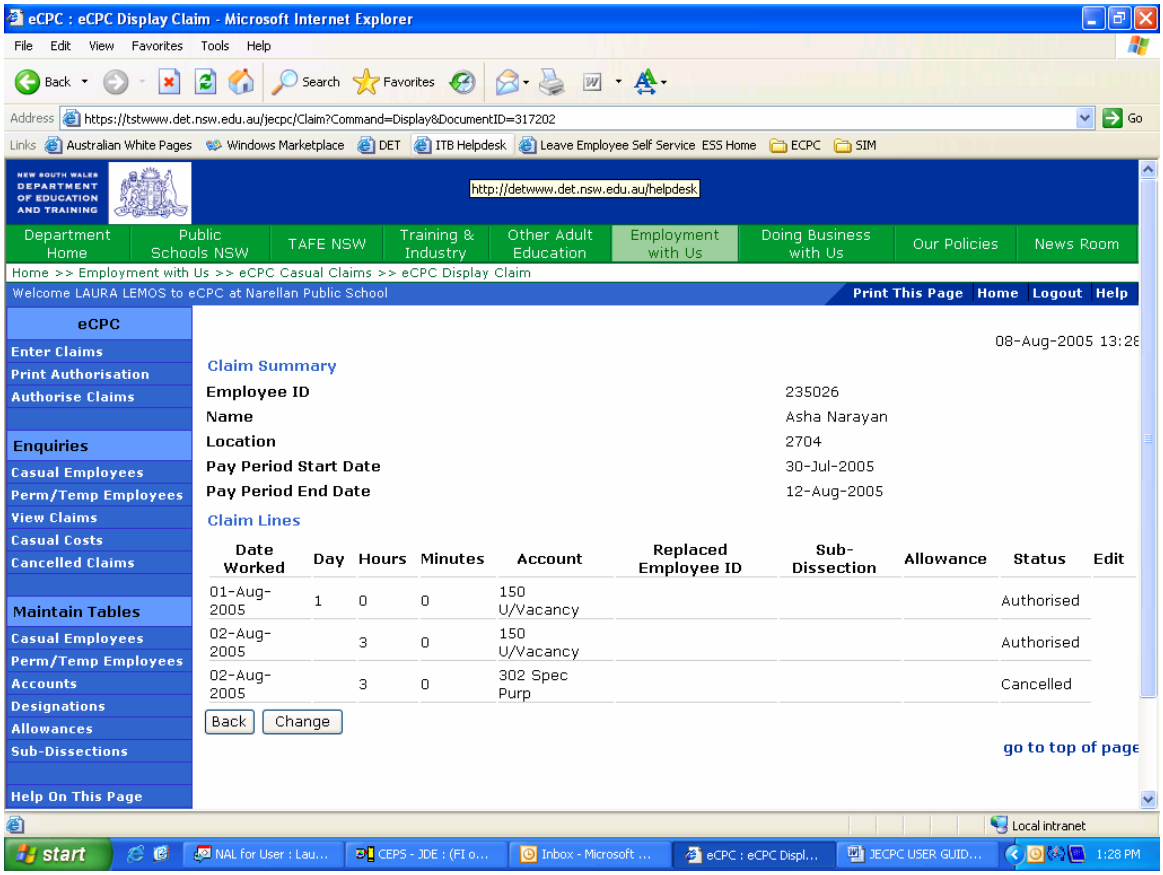

eCPC : eCPC Display Claim - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=Display&DocumentID=317202
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
http://detwww.det.nsw.edu.au/helpdesk
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC Display Claim
Welcome LAURA LEMOS to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
08-Aug-2005 13:28
Claim Summary
Employee ID 235026
Name Asha Narayan
Location 2704
Pay Period Start Date 30-Jul-2005
Pay Period End Date 12-Aug-2005
Claim Lines
Date Worked | Day | Hours | Minutes | Account | Replaced Employee ID | Sub-Dissection | Allowance | Status | Edit
01-Aug-2005 | 1 | 0 | 0 | 150 U/Vacancy | | | | Authorised
02-Aug-2005 | | 3 | 0 | 150 U/Vacancy | | | | Authorised
02-Aug-2005 | | 3 | 0 | 302 Spec Purp | | | | Cancelled
Back Change
go to top of page
Local intranet
start
NAL for User : Lau...
CEPS - JDE : (FI o...
Inbox - Microsoft ...
eCPC : eCPC Displ...
JECPC USER GUID...
1:28 PM

Figure 32 Example of Cancelled Casual Claim Display screen

Chapter 12 Maintain Table - Casual Employee

This process provides a listing of Casual Employees who have been employed at the school or location within the past 18 months.

Who has access to this option

The verifier or authoriser may access the **Casual Employees** option.

When this process can be completed

This option may be used as required.

Access the option

Click the **Casual Employees** menu option under **Maintain Tables** for the **Casual Employees** screen. See *Figure 33 Example of Casuals Employees screen*.

This screen lists each casual employee and indicates whether they are available as a:

- Teacher, or
- SASS, or
- Miscellaneous Employees

The screen also indicates if a casual employee is active or deactivated. An **Y** in a column indicates that the employee is active and a N indicates that it has been deactivated.

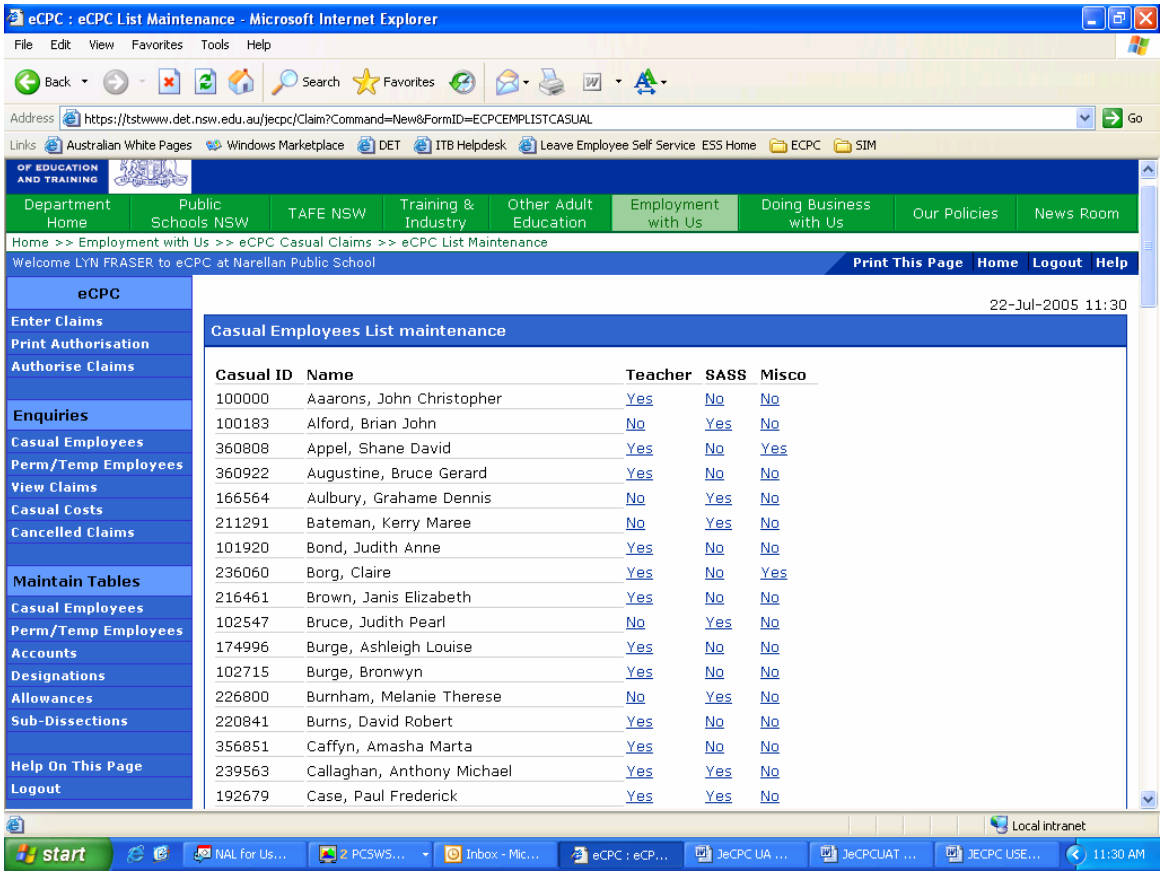

eCPC : eCPC List Maintenance - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=New&FormID=ECPCEMPLISTCASUAL
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC List Maintenance
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
Logout
22-Jul-2005 11:30
Casual Employees List maintenance
Casual ID Name Teacher SASS Misco
100000 Aaarons, John Christopher Yes No No
100183 Alford, Brian John No Yes No
360808 Appel, Shane David Yes No Yes
360922 Augustine, Bruce Gerard Yes No No
166564 Aulbury, Grahame Dennis No Yes No
211291 Bateman, Kerry Maree No Yes No
101920 Bond, Judith Anne Yes No No
236060 Borg, Claire Yes No Yes
216461 Brown, Janis Elizabeth Yes No No
102547 Bruce, Judith Pearl No Yes No
174996 Burge, Ashleigh Louise Yes No No
102715 Burge, Bronwyn Yes No No
226800 Burnham, Melanie Therese No Yes No
220841 Burns, David Robert Yes No No
356851 Caffyn, Amasha Marta Yes No No
239563 Callaghan, Anthony Michael Yes Yes No
192679 Case, Paul Frederick Yes Yes No
Local intranet
start
11:30 AM

Figure 33 Example of Casuals Employees screen

Casual Employee Enquiry

Click on the casual employee's name to go to the **Casual Employee Enquiry** screen (see *Chapter 4 Enter Claim*).

Activate or deactivate a Casual Employee

You can activate or deactivate a casual employee by clicking on the column that you want to change. Eg **Y** (activated) changes to **N** (deactivated). This function adds or removes the employee from the drop down list selections.

Print the listing

You can print the listing of casual employees by clicking the **Print** button on the screen.

Chapter 13 Maintain Table – Perm/Temp Employees

This process provides a listing of Permanent/Temporary employees who have worked at the school or location. It also indicates the category of the employee.

Who has access to this option

The verifier or authoriser may access this option.

When this process can be completed

This option may be used as required.

Access the option

Click the **Perm/Temp Employees** under **Maintain Tables** for the **Permanent/Temporary Employees** screen. See *Figure 34 Example of Permanent/Temporary Employees screen.*

This screen lists each permanent and/or temporary employee and indicates whether they are available as a:

- Teacher,
- SASS, or
- Miscellaneous Employees

The screen also indicates which category is active or deactivated for each employee. A **Y** in a column indicates that the category is active and a N indicates that it has been deactivated.

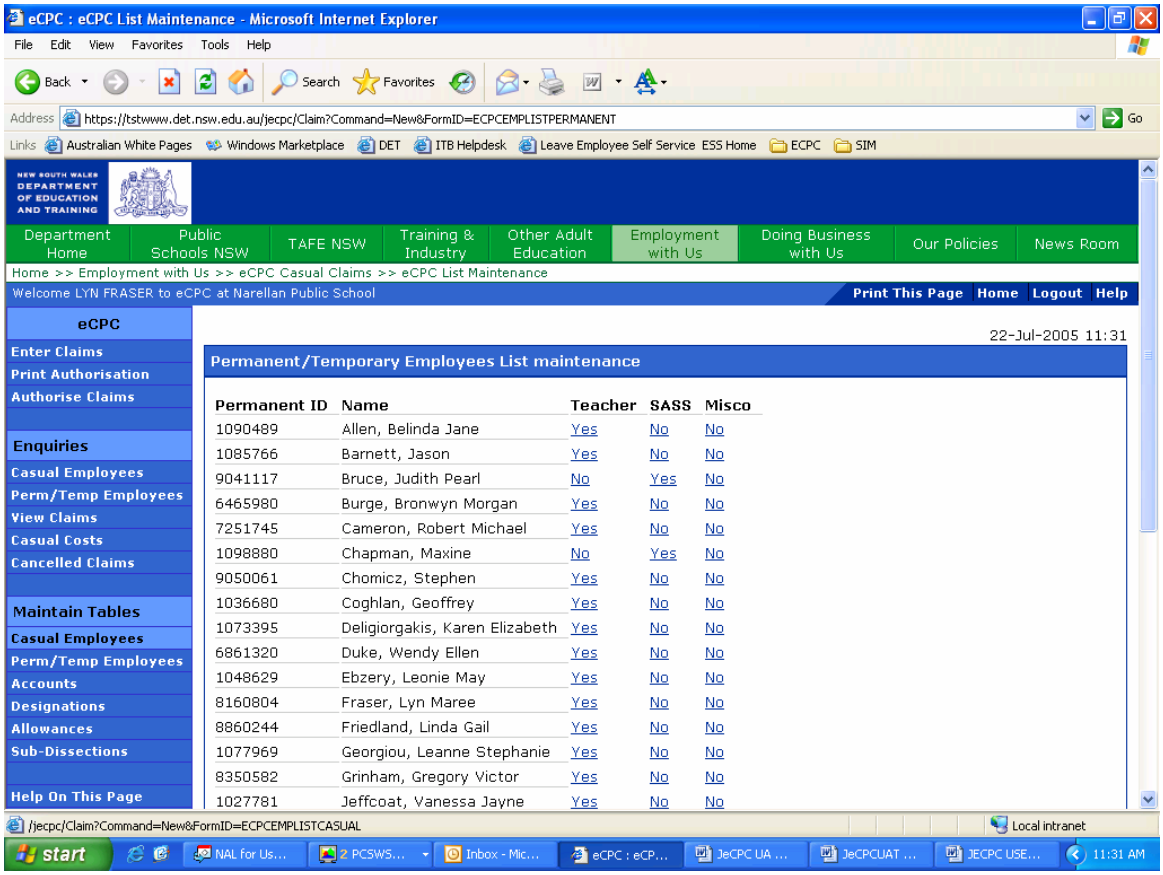


Figure 34 Example of Permanent/Temporary Employees screen

Permanent/Temporary Employee Enquiry

Click on the permanent/temporary employee's name to go to the **Permanent/Temporary Employee Enquiry** screen (see *Chapter 8 Enquiries – Permanent/Temporary* Employee).

Activate or deactivate a Permanent/Temporary Employee

You can activate or deactivate a category as it relates to a permanent/temporary employee by clicking on the column that you want to change. Eg **Y** (activated) changes to **N** (deactivated).

Print the listing

You can print the listing of permanent/temporary employees by clicking the **Print** button on the screen.

Chapter 14 Maintain Tables - Accounts

This process provides an option to view, activate, deactivate or print the Accounts used by eCPC. Activated **Accounts** are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the **Accounts** option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the **Account** option under the **Maintain Tables** menu for the **Accounts** screen. See *Figure 35 Example of Accounts listing screen.*

This screen can be used to view and print a listing and displays the following:

- Account Number,
- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous

The screen also indicates if an Account is active or deactivated. A **Y** in a column indicates that the account is active and a **N** indicates that it has been deactivated.

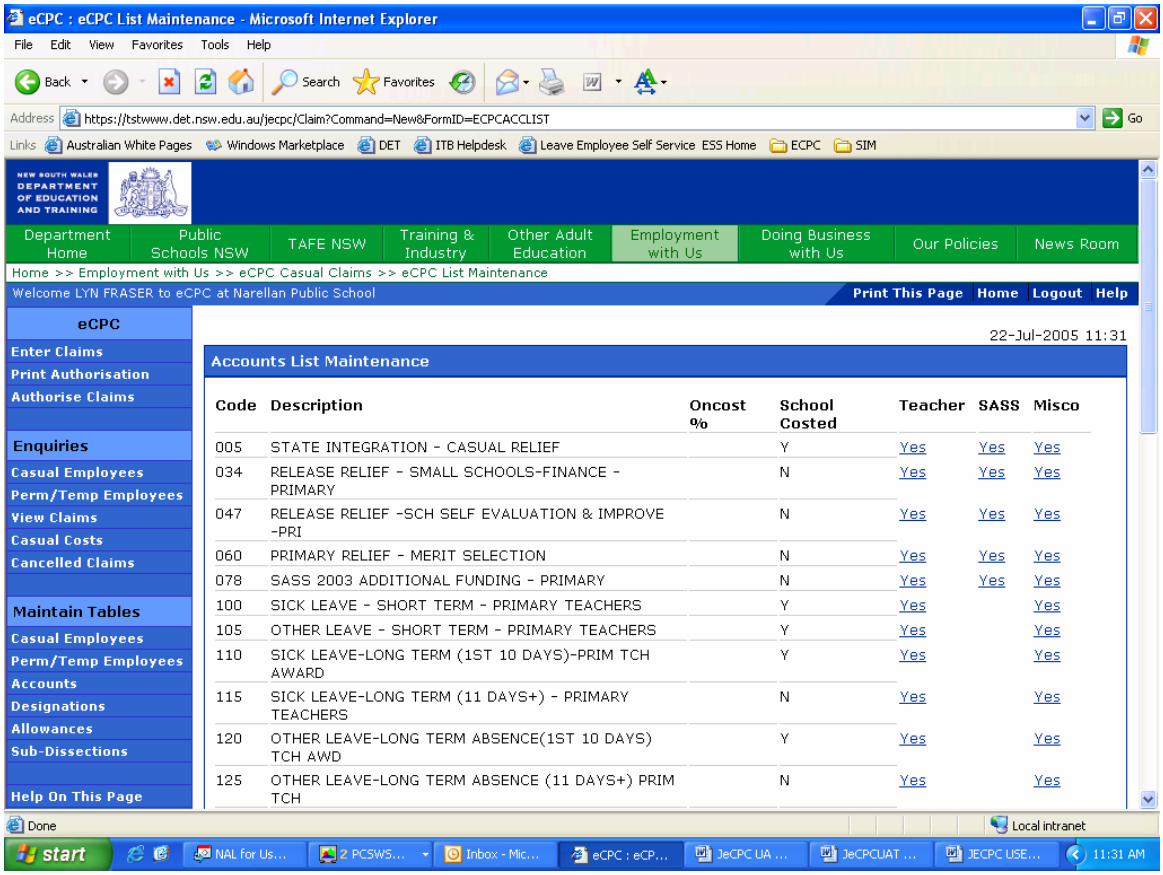

eCPC : eCPC List Maintenance - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://tstwww.det.nsw.edu.au/jecpc/Claim?Command=New&FormID=ECPCACCLIST
Links Australian White Pages Windows Marketplace DET ITB Helpdesk Leave Employee Self Service ESS Home ECPC SIM
NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING
Department Home
Public Schools NSW
TAFE NSW
Training & Industry
Other Adult Education
Employment with Us
Doing Business with Us
Our Policies
News Room
Home >> Employment with Us >> eCPC Casual Claims >> eCPC List Maintenance
Welcome LYN FRASER to eCPC at Narellan Public School
Print This Page Home Logout Help
eCPC
Enter Claims
Print Authorisation
Authorise Claims
Enquiries
Casual Employees
Perm/Temp Employees
View Claims
Casual Costs
Cancelled Claims
Maintain Tables
Casual Employees
Perm/Temp Employees
Accounts
Designations
Allowances
Sub-Dissections
Help On This Page
22-Jul-2005 11:31
Accounts List Maintenance
Code Description Oncost % School Costed Teacher SASS Misco
005 STATE INTEGRATION - CASUAL RELIEF Y Yes Yes Yes
034 RELEASE RELIEF - SMALL SCHOOLS-FINANCE - PRIMARY N Yes Yes Yes
047 RELEASE RELIEF -SCH SELF EVALUATION & IMPROVE -PRI N Yes Yes Yes
060 PRIMARY RELIEF - MERIT SELECTION N Yes Yes Yes
078 SASS 2003 ADDITIONAL FUNDING - PRIMARY N Yes Yes Yes
100 SICK LEAVE - SHORT TERM - PRIMARY TEACHERS Y Yes Yes
105 OTHER LEAVE - SHORT TERM - PRIMARY TEACHERS Y Yes Yes
110 SICK LEAVE-LONG TERM (1ST 10 DAYS)-PRIM TCH AWARD Y Yes Yes
115 SICK LEAVE-LONG TERM (11 DAYS+) - PRIMARY TEACHERS N Yes Yes
120 OTHER LEAVE-LONG TERM ABSENCE(1ST 10 DAYS) TCH AWD Y Yes Yes
125 OTHER LEAVE-LONG TERM ABSENCE (11 DAYS+) PRIM TCH N Yes Yes
Done
Local intranet
start
11:31 AM

Figure 35 Example of Accounts listing screen

Activate or deactivate an Accounts

You can activate or deactivate an Account by clicking on the column that you want to change. Eg **Y** (activated) changes to **N** (deactivated). This function adds or removes the account from the drop down list selections.

Print the listing

Scroll to the bottom of the screen and click the **Print** button. eCPC will automatically print a report that represents the display as shown in *Figure 35 Example of Accounts listing screen*.

Chapter 15 Maintain Table - Designations

This process provides an option to view, activate, deactivate or print the designation. Activated designations are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the **Designations** option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the **Designations** option under the **Maintain Tables** menu for the Designations screen. See *Figure 36 Example of Designations listing*.

This screen can be used to view and print a listing, and displays the following:

- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous Employees

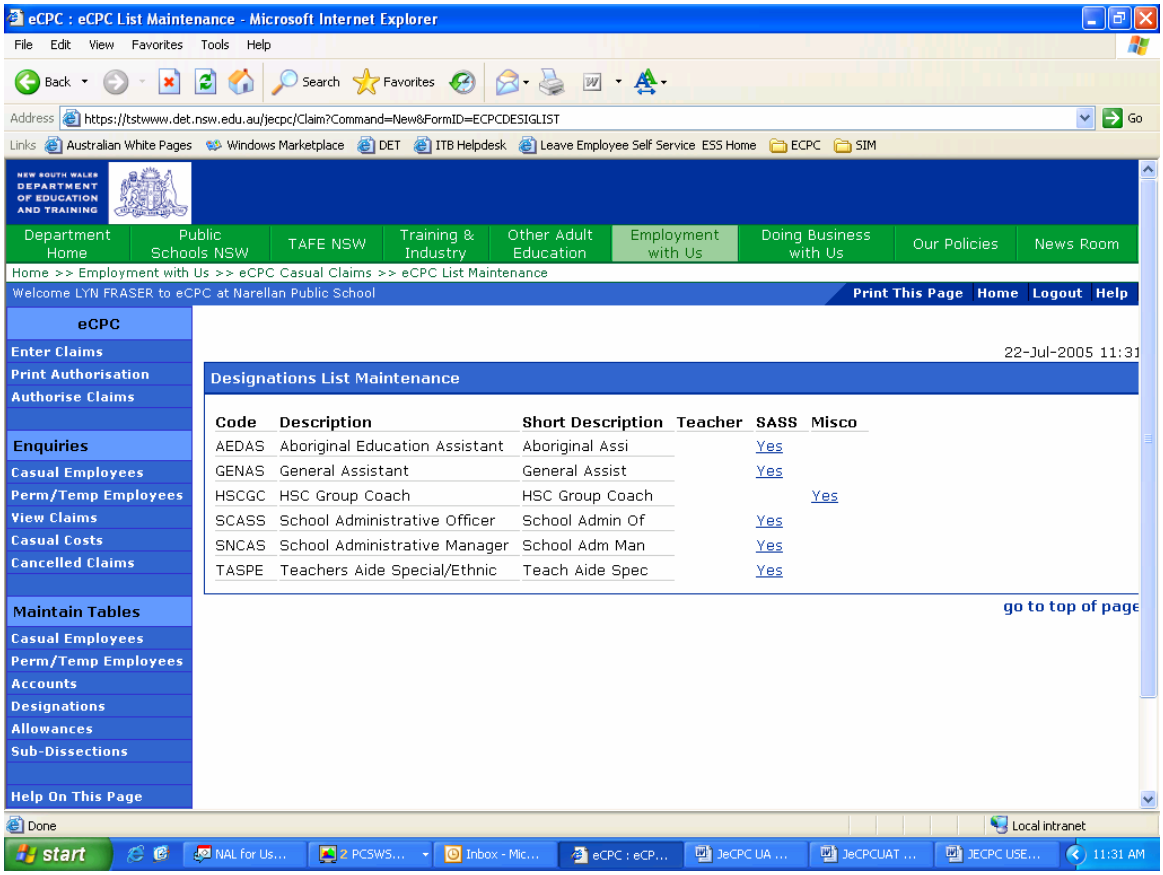


Figure 36 Example of Designations listing

Activate or deactivate a Designation

You can activate or deactivate a designation by clicking on the column that you want to change. Eg **Y** (activated) changes to **N** (deactivated). This function adds or removes the designations from the drop down list selections.

Print the listing

Scroll to the bottom of the screen and click the **Print** button. eCPC will automatically print a report that represents the display as shown in *Figure 36 Example of Designations listing*.

Chapter 16 Maintain Tables - Allowances

This process provides an option to view, activate, deactivate the Allowances used by eCPC. Activated Allowances are added to the drop down list fields.

Who has access to this option

The verifier or authoriser may access the **Allowances** option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Allowance option under the **Maintain Tables** menu for the **Allowances** screen. See *Figure 37 Example of Allowances listing screen.*

This screen can be used to view and print a listing and displays the following:

- Full description,
- Short description,
- Whether can be used for Teachers,
- School Administrative Support Staff,
- Miscellaneous Employees

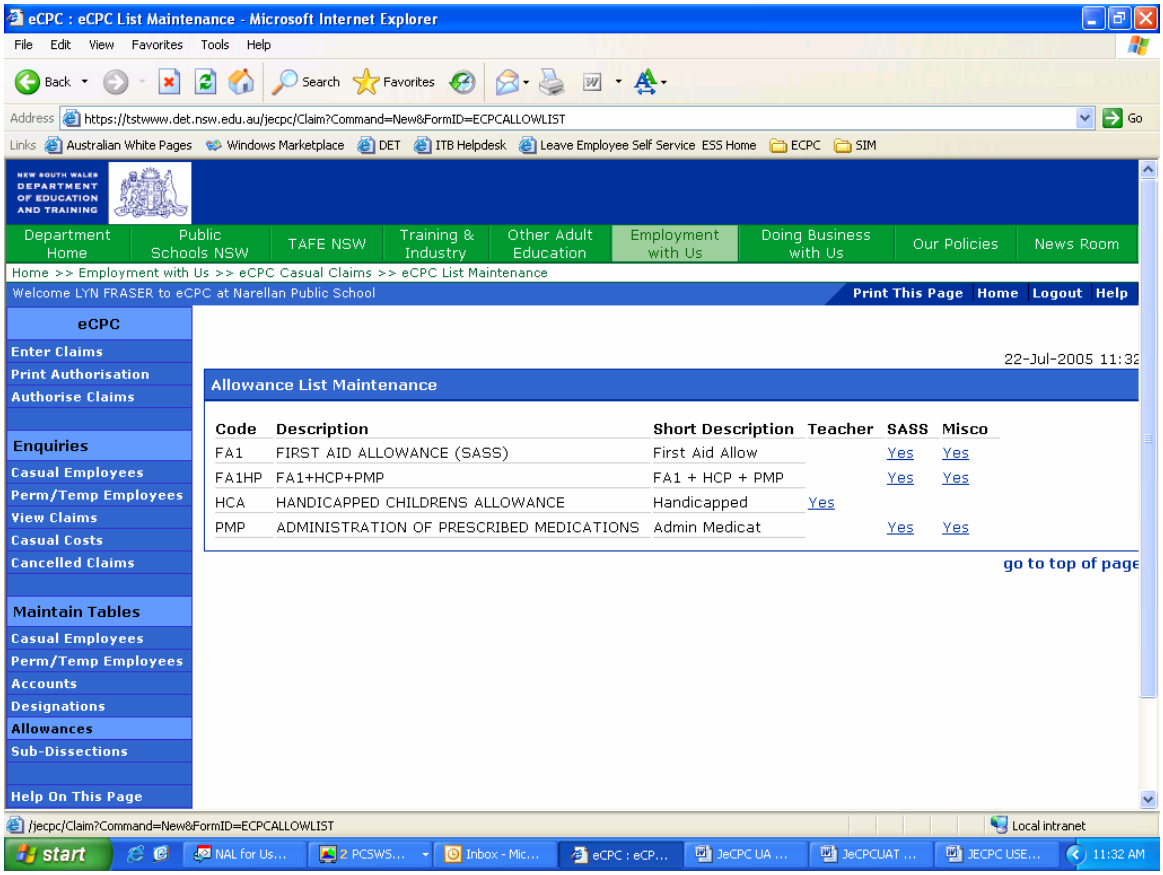


Figure 37 Example of Allowances listing screen

Activate or deactivate an Allowance

You can activate or deactivate an Allowance by clicking on the column that you want to change. Eg **Y** (activated) changes to **N** (deactivated). This function adds or removes the allowance from the drop down list selections.

If you do not use allowances in your school or location, you can turn this field off on the data screens by deactivating all of the allowances.

Print the listing

Scroll to the bottom of the screen and click the **Print** button. eCPC will automatically print a report that represents the display as shown in *Figure 37 Example of Allowances listing screen*.

Chapter 17 Maintain Table - Sub-Dissection

This menu option provides a maintenance option for the Sub-Dissections used by eCPC. Sub-Dissections are a mechanism to further classify the casual usage.

Who has access to this option

The verifier or authoriser may access the **Sub-Dissections** option.

When this process can be completed

This option may be utilised as required.

Access the option

Click the Sub-Dissection menu option for the **Sub-Dissection** screen. See *Figure 38 Example of Sub-Dissection listing.*

This screen can be used to:

- Add a Sub-Dissection
- View the Sub-Dissection available,
- Deactivate a Sub-Dissection ,
- Change a Sub-Dissection or
- Delete a Sub-Dissection.

Once a sub-dissection has been used in a record, it is flagged as **In Use** and cannot be deleted.

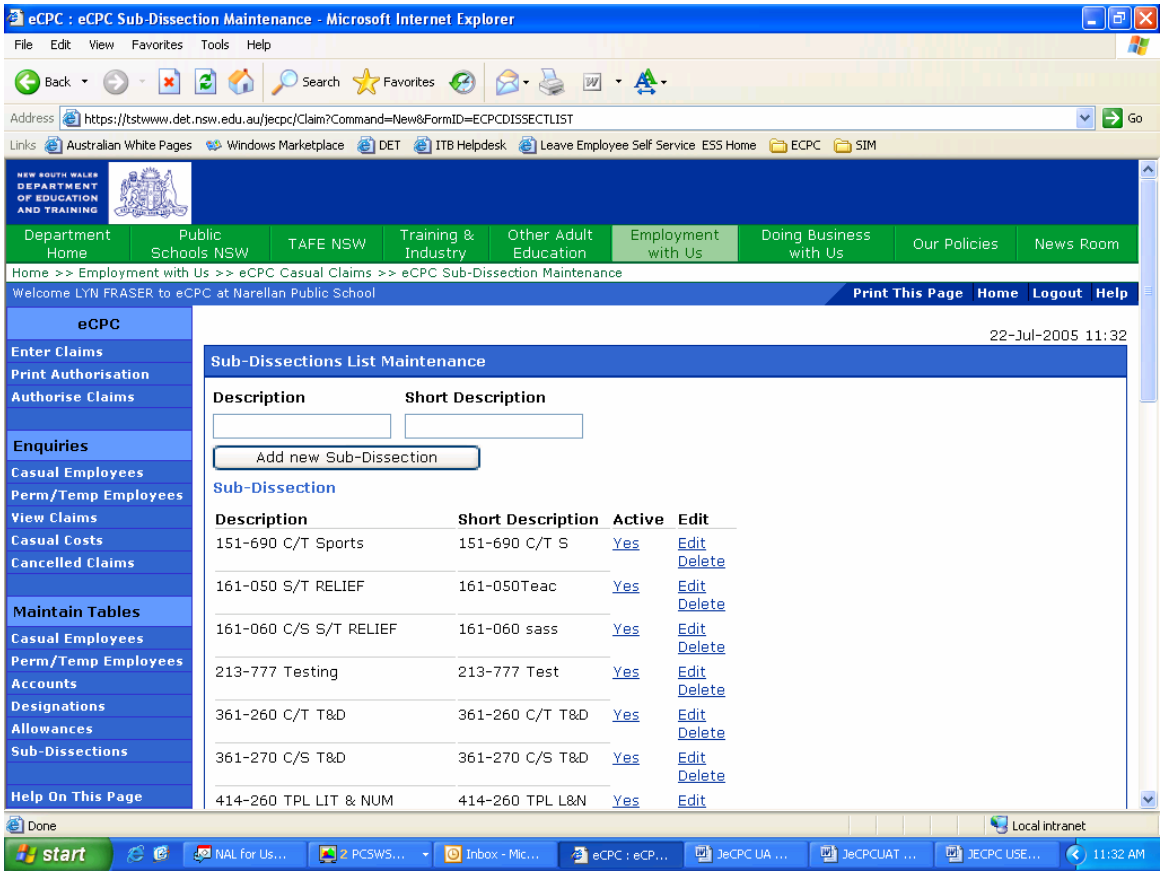
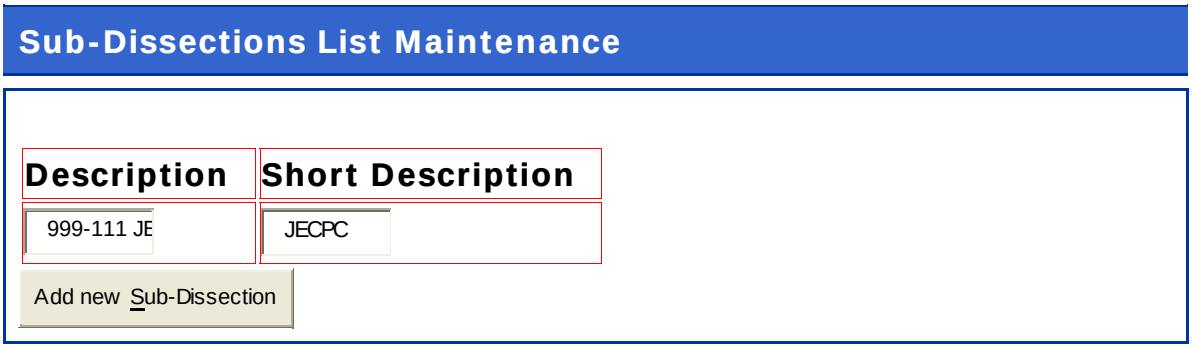


Figure 38 Example of Sub-Dissection listing

Add a Sub-Dissection

New sub-dissections can be entered into eCPC by entering the full name of the sub-dissection into the **Description** field, and by entering the abbreviation of the sub-dissection into the **Short Description** field.

Once these values are input, click the **Add new Sub-Dissection** button to add it to the listing. Each new sub-dissection is defaulted to be **active**.



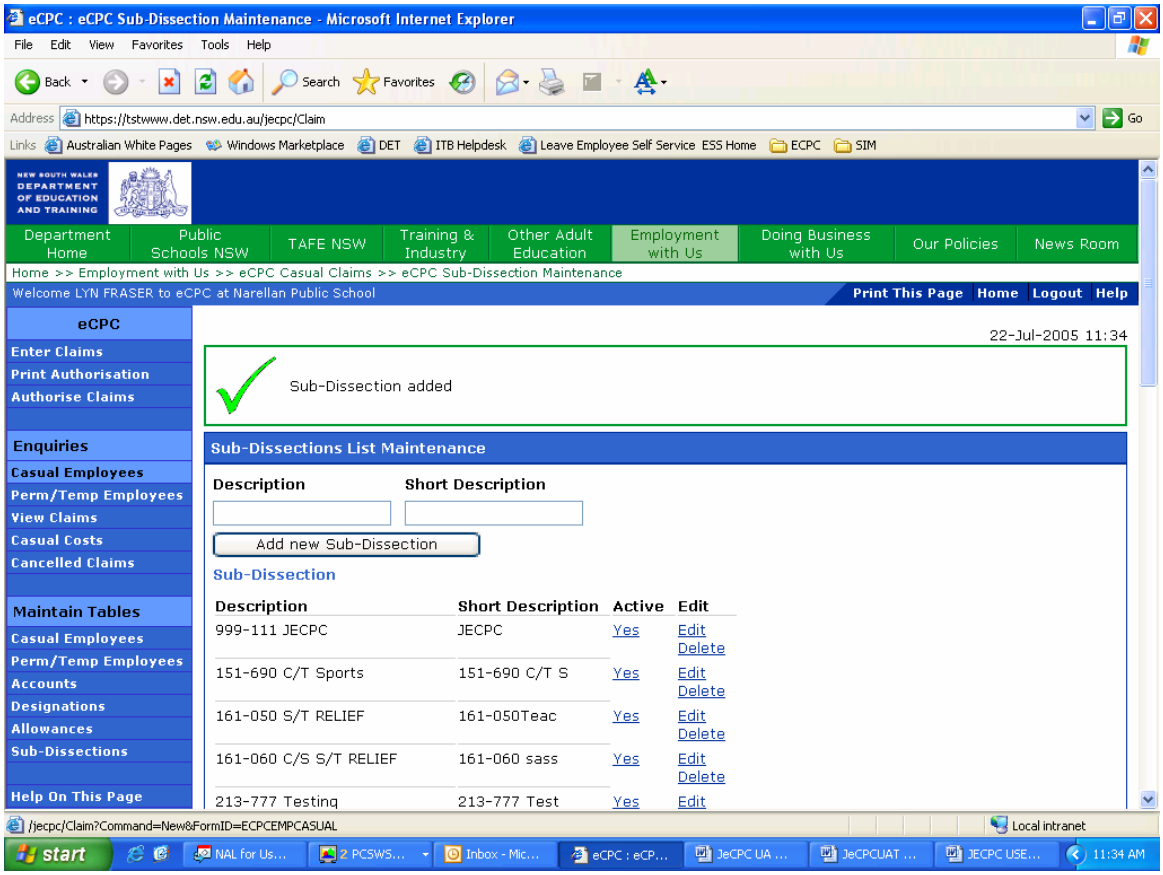


Figure 39 Example of Sub-Dissection added to listing

Deactivate a Sub-Dissection

Sub-dissection can be coded as deactivated to ensure that they are not used.

Click onto **deactivate** in the same row as the sub-dissection that you want to change. The sub-dissection will be automatically changed and appear in grey text.

If you do not use sub-dissections in your school or location, you can turn this field off on the data screens by deactivating all of the sub-dissections.

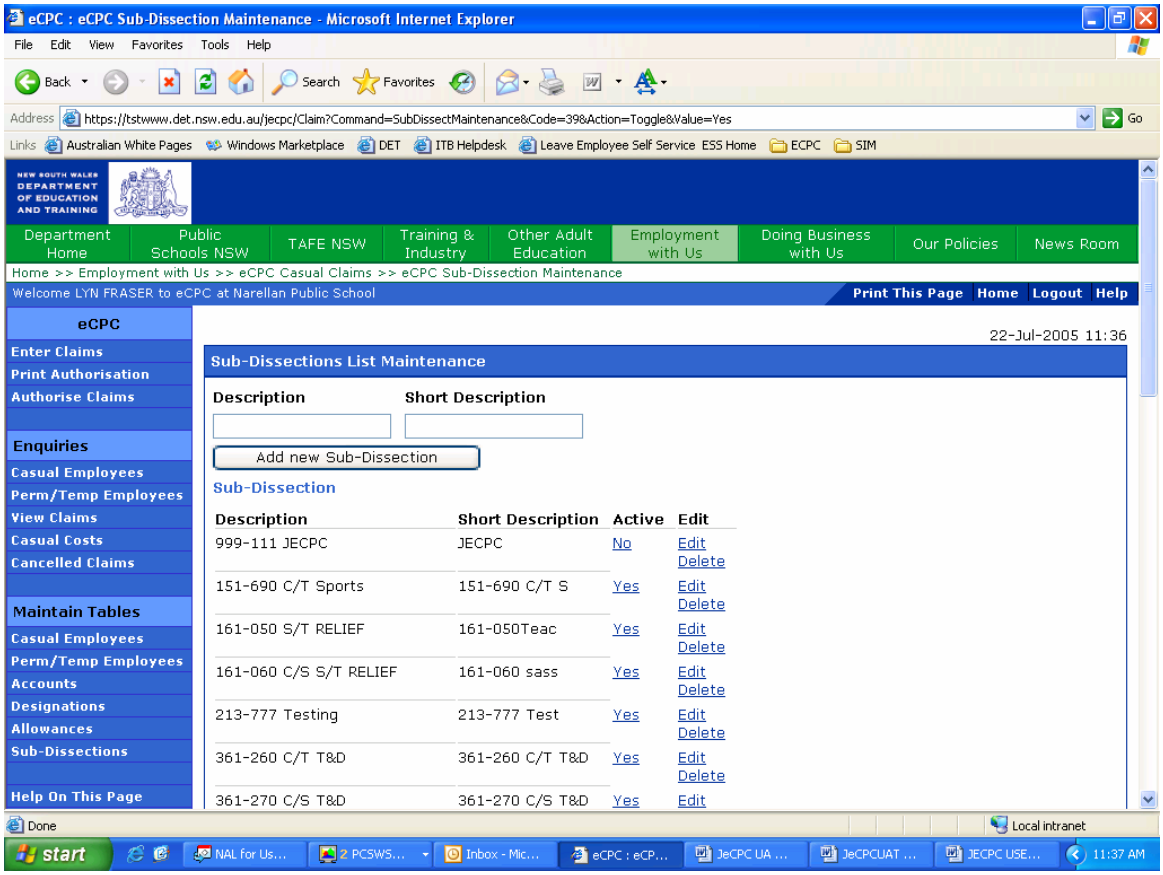
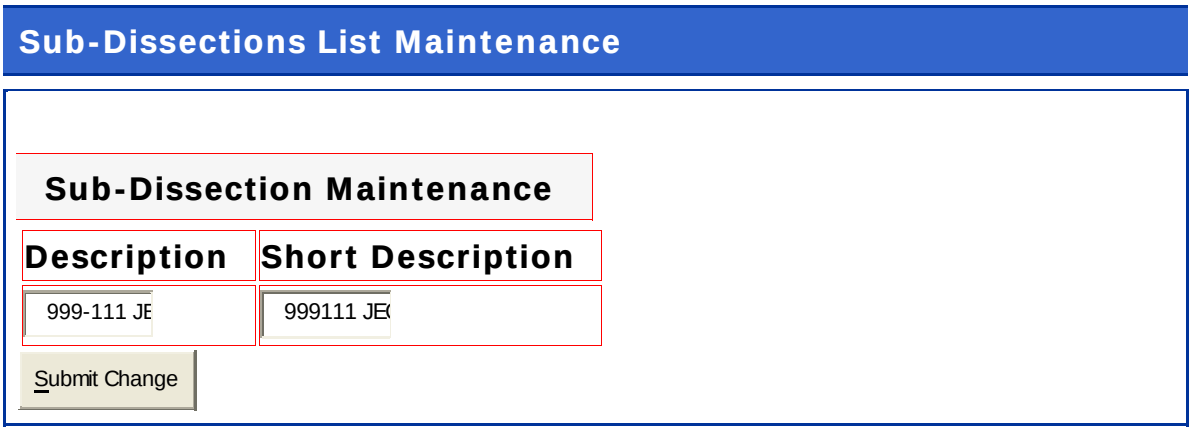


Figure 40 Example of Sub-Dissection added to listing

Edit a Sub-Dissection

You can change the description and the short description by clicking onto **Edit** in the same row as the sub-dissection that you want to change for the **Sub-Dissection Maintenance** screen.



Alter any one of the values and click the **Change Sub-Dissection** button to save the change.

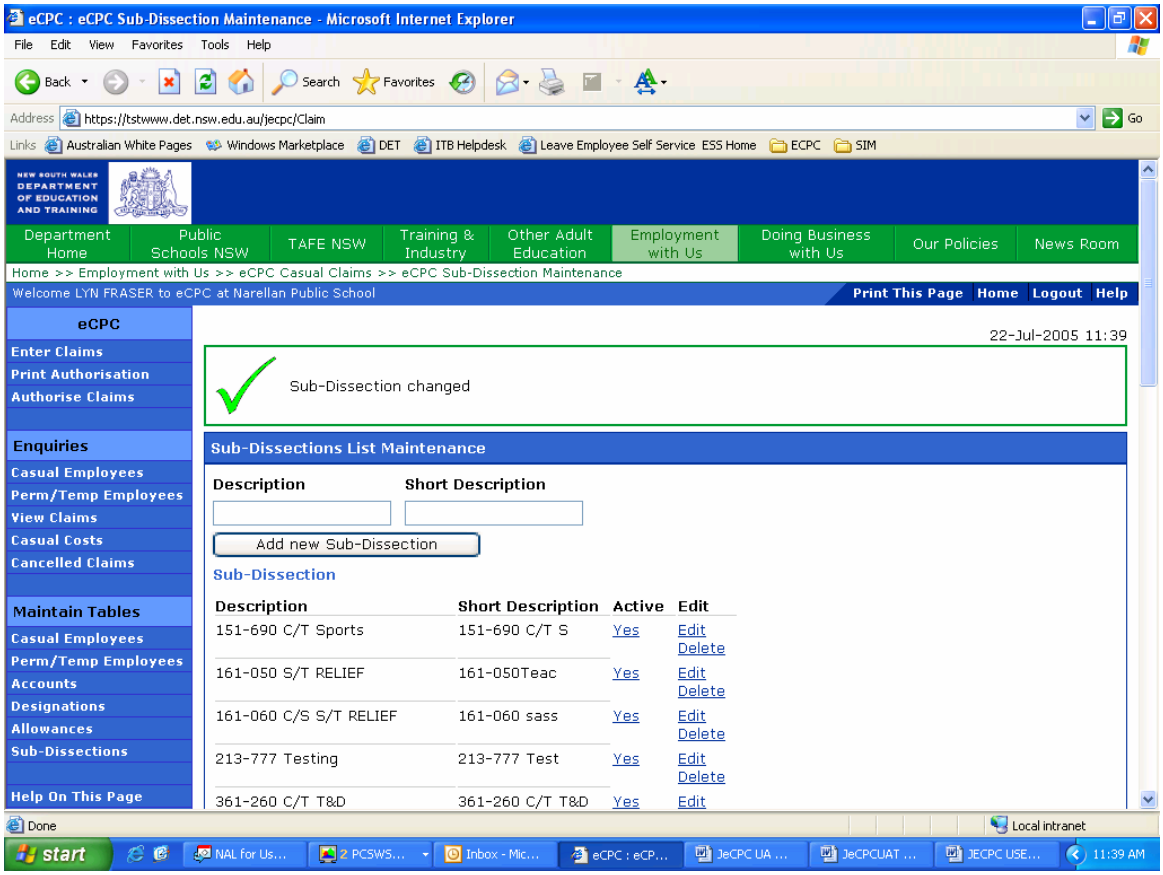


Figure 41 Example of Sub-Dissection Changed to listing

Delete a Sub-Dissection

Remember:

Once a sub-dissection has been used in a record, it is flagged as **In Use** and cannot be deleted, but it can be deactivated.

You can permanently remove a Sub-Dissection by clicking onto **Delete** in the same row as the sub-dissection that you want to change for the **Sub-Dissection Delete** screen.

Click the **Delete Sub-Dissection** button on the **Sub-Dissection Delete** screen and the Sub-Dissection will be permanently deleted.

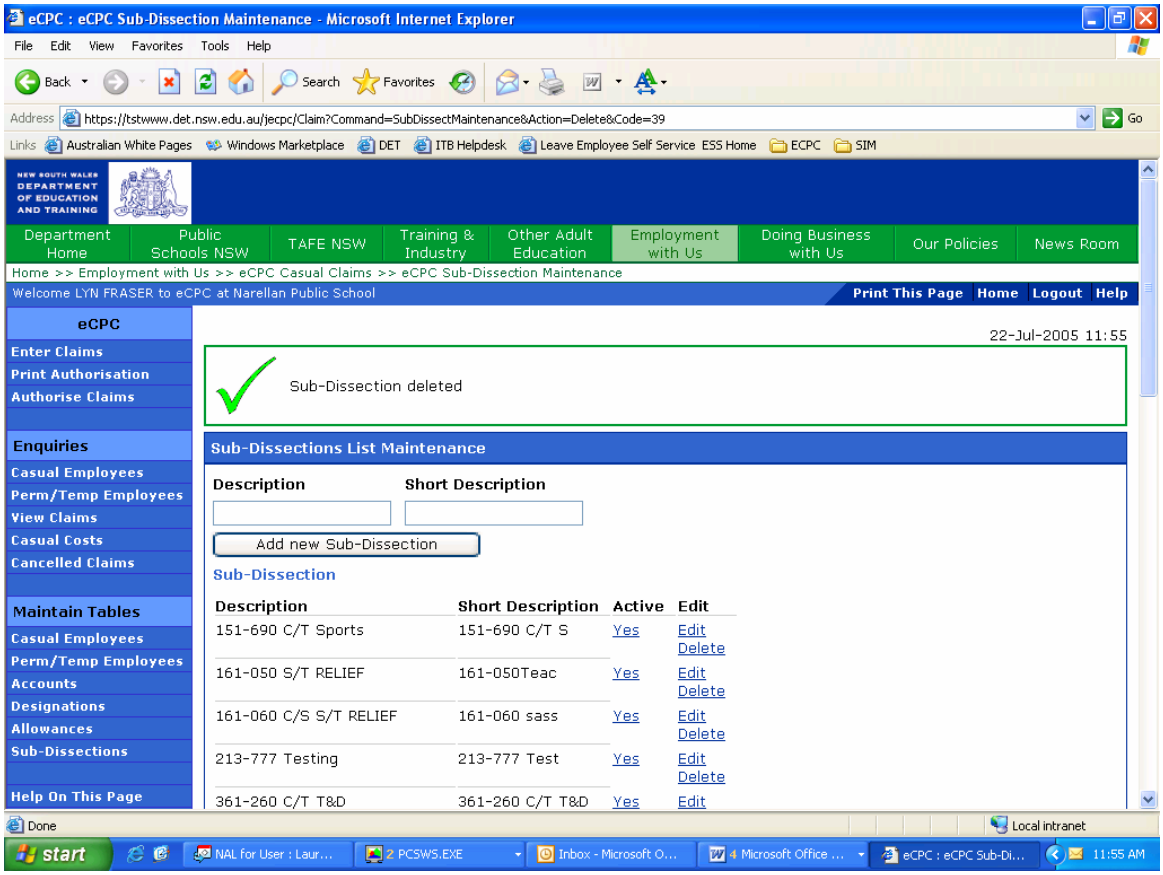


Figure 42 Example of Sub-Dissection deleted from listing

Print the listing

You can print the Sub-Dissection listing report by clicking the **Print** button on the screen.

Chapter 18 Select School

This menu option provides a selection option for profiles with access to more than one school.

Who has access to this option

Any user who has been given access to more than one school.

When this process can be completed

This option has to be selected after logging on. After the first selection it can be utilised as required.

Access the option

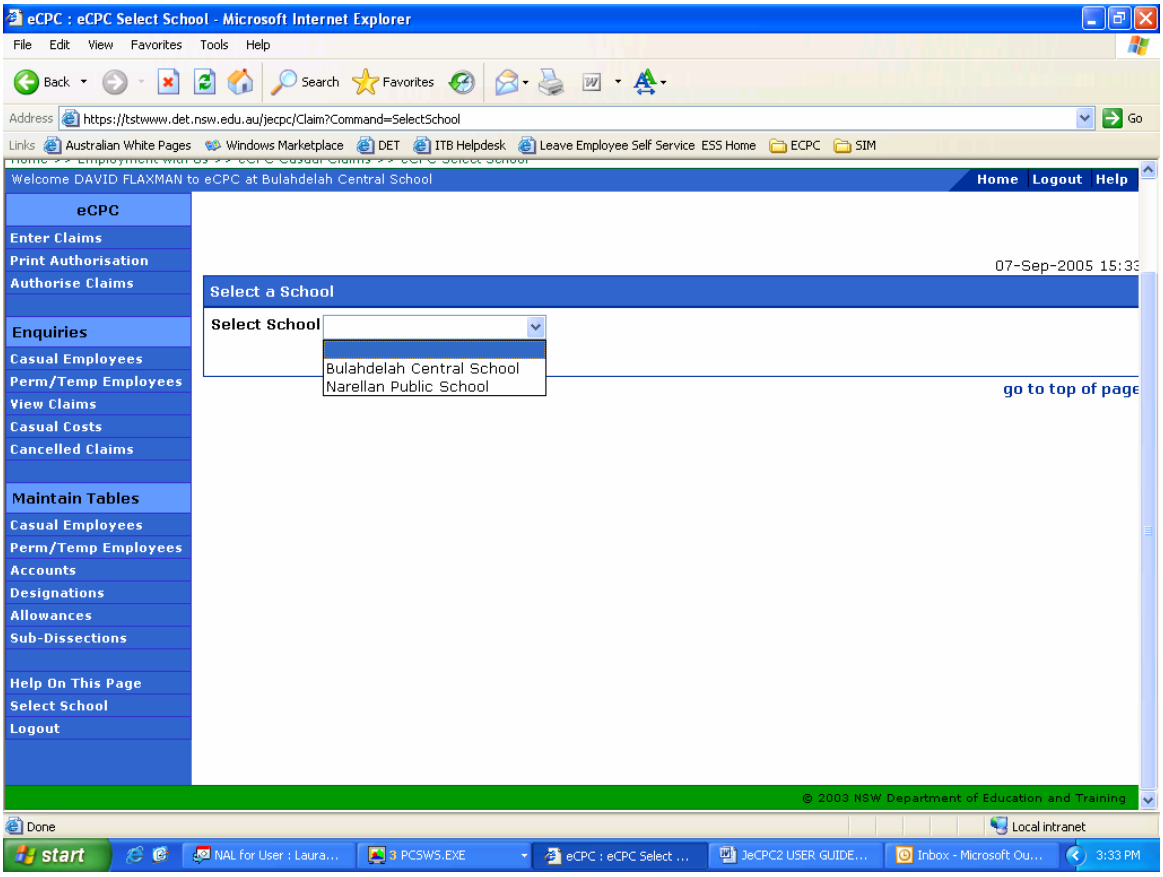


Figure 43 Example of Select Location screen

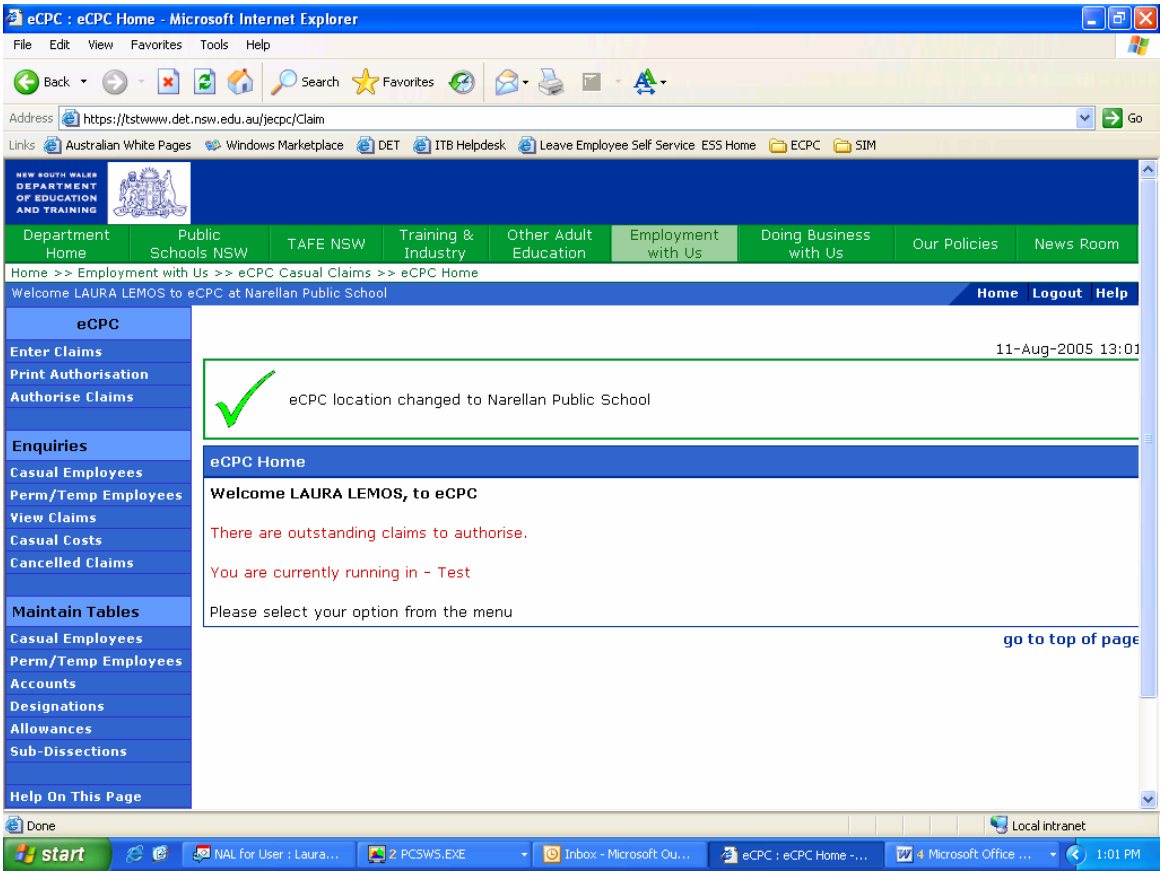


Figure 44 Example of Select Location Change screen

Glossary of Terms

Account

Account is the mechanism that costs a Casual Claim into the General Ledger (GL). It allows the allocation of Casual Claims costs to specific programs or specific GL codes set up to capture the reason for the casual relief.

Allowance

An allowance represents a payment for extra skills or duties performed. Allowances are paid in addition to normal salary.

Category

The type of employment a casual can undertake. Casual Claims may be entered for the following categories:

- Relief Teacher
- Relief SASS
- Relief Miscellaneous

A casual employee may work in more than one category.

Claimant

The Claimant is the employee working casually in a school or location that claims payment by submitting details of the days and hours worked.

Composite Allowance

If an employee is entitled to more than one allowance, the allowance is reformed into the sum of these allowances.

Pay Period

The period for payment is fortnightly. This represents the current pay cycle for casual relief payroll.

Designation

A designation is a classification of work defined by an Industrial Award. Pay scales, other industrial conditions and terms of employment are associated with a designation (eg. Clerk, School Assistant, Classroom Teacher).

Sub-Dissection

For local use only ie. schools or locations can further classify the casual usage.

End of Document